Ordering Drugs

1. TechBuy System: To use Henry Schein Medical (human), you will need to set up an account with them. Other TechBuy vendors such as VWR or Fisher Scientific may have what you need.
2. Set up a Covetrus (previously Henry Schein Animal Health) account. You will be able to search and view their selection from <https://www.henryscheinvet.com/>.
	1. Request an application, complete it, and send the completed applications to:
	Michelle Jacobsen michelle.jacobsen@covetrus.com
	PH# 800-269-8411 EXT 5108
	FAX#614-553-6871
	2. include:
		1. A copy of your DEA license if ordering controlled drugs (e.g., ketamine):
			1. Go to this website and complete DEA Form 225:
			<http://www.deadiversion.usdoj.gov/drugreg/index.html>
		2. Any tax exemption information
	3. Put n/a in any field that doesn’t pertain to you.
	4. Request a quote from Michelle Jacobsen in order to set up the PO.
	5. The address for us on the PO should be:

TTUHSC El Paso

5001 El Paso Dr.

MSC XXXXX

El Paso, TX 79905

* 1. Purchasing will not accept a quote or pay an invoice that does not have the address correct (this is for all vendors).
	2. Set up a PO for Covetrus (include quote).
1. Other non-TechBuy vendors that you could potentially set up an account with, provided they will take either a PO or a Direct Pay:
	1. MWI Animal Health
	2. Penn Vet
	3. McKesson
2. For extended-release buprenorphine:
	1. Ensure that you have a DEA license. Fax a copy of it to them at 307-721-3801.
	2. Set up an account from ZooPharm.
		1. <http://wildpharm.com/medications/labanimals.html>
			1. Barb Naslund has been very helpful:
			bnaslund@wildpharm.com
			866-823-9314
	3. Request a check from Purchasing to be sent to ZooPharm.
	4. Request a script from Dr. Boehm for the buprenorphine.
		1. Fax it to ZooPharm
		307-721-3801
	5. The product will be sent **after** the check is received by ZooPharm.
3. Order non-pharmaceutical-grade drugs as a last resort from Sigma Aldrich or another chemical supplier in the punch-out system.
	1. Make sure you address the use of a non-pharmaceutical-grade compound in your IACUC protocol.
	2. Note that this is not allowed for anesthetics or analgesics.
	3. Abide by IACUC policy 21. If you would like additional guidance, please speak with Dr. Boehm.
4. Complete the LARC order form:

(<https://elpaso.ttuhsc.edu/research/services/LARC/forms.aspx>).

LARC will return any form that is incomplete. Drugs will be charged back to the investigator, and an administrative fee will be charged to cover for time spent sourcing the drug as well as picking it up.