

**Record of Receipt Log for an Individual Licensee**

**Receipt Log**

(Individual Licensee, Multiple Drugs, Single Storage Location)

**VENDOR invoices and DEA Form 222 (schedule I & II only) should be kept along with this record.**

**Individual License Holder: .**

**DEA registration #: . TXDPS License #: .**

**Storage Cabinet (room/building): . Schedule (I-V): .**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Received Date | Received By (print) | Received by (sign) | Source (Vendor) | Drug & Concentration | Amount per unit | Order number | Number of units | Tracking number | \*Accounted for (date) |
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|  |  |  |  |  |  |  |  |  |  |

Receipt: Logs for schedules I & II must be maintained separately from schedules III‐V. Invoices and copies of DEA Form 222 should be retained with receipt records.

\*Accounted for date: when drug accounting is complete (Use Log complete and substance used up or any unused portions disposed of).