

University of Memphis

Annual Controlled Substance Inventory Form

A separate initial inventory is required for each registered location.

Date: _____ DEA Registrant (Print Name): _____

DEA Registration #: _____ DEA Registrant Address: _____
(As appears on DEA Form 223)

TN Controlled Substance License #: _____ Registered Location⁸: _____

Inventory Performed by: _____
Print Name Signature

Inventory Witnessed by: _____
Print Name Signature

Inventory Performed at: ☐ Start of Day ☐ End of Day

Line No. ¹	Drug Information ²		Controlled Substance Name and manufacture/Vendor	Unopened Containers ³		Opened Containers ^{4, 5, 6}			Finished Form ⁷
	DEA No.	Schedule		Qty.	Container Size	Qty.	Container Size	Remaining amount	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

(1) Cross out the unused lines. Keep the annual inventory record at the licensed-registered location. (2) Schedule I and II drugs must be separated from all other drugs or placed on a separate form. (3) Unopened containers of same substance, manufacturer, volume, and concentration can be listed together. (4) List open containers as separate line items. (5) Measure in weight (powder or crystals) or volume (liquids) or number of units (tablets or capsules). (6) For opened containers: If the substance is listed in Schedule I or II, make an exact count or measure of the contents. (7) Finished form refers to the strength and form of the item as commercially prepared. (8) Registered location is the location of inventoried items.