

Medicines and Poisons Act 2019 – Purchase order template

March 2022

Background information

1. The *Medicines and Poisons (Medicines) Regulation 2021 (MPMR)* outlines specific requirements that apply when buying by giving a purchase order.
2. A *purchase order* is a document requesting the *supply* of stock of a *regulated substance* from a supplier of the substance. A *regulated substance* includes a medicine, and *supply* a regulated substance, means sell or give the substance to a person. A *medicine* is a substance to which the Poisons Standard, schedules 2, 3, 4 or 8 applies.
3. To *buy*, a regulated substance, such as a medicine, includes *give a purchase order* for the substance.
4. Section 48 of the MPMR provides that a **buyer** is a person who is authorised to give a purchase order for stock of an S4 or S8 medicine. Section 49 of the MPMR provides that a **supplier** is a person authorised under the Act or permitted under a corresponding law or another law, to supply stock of an S4 or S8 medicine.
5. Section 50 of the MPMR provides that a buyer must give a supplier of an S4 or S8 medicine a purchase order before or at the time of supply of the stock.
6. Section 51 of the MPMR states the following:
 - 51 Nature of purchase order
 - (1) A buyer must make a written purchase order for stock of an S4 or S8 medicine and send it to the supplier in a way that is reasonably likely to:
 - (a) minimise fraud or tampering; and
 - (b) if sent electronically—be transmitted securely.
 - (2) The buyer must sign the purchase order or use the buyer's unique identifier in the purchase order.
 - (3) The buyer must not amend the purchase order once it is made without clearly showing the amendments in the purchase order.
7. Section 52 of the MPMR prescribes what information must be included in a purchase order.
8. Section 56 of the MPMR provides that a supplier must not supply the stock (of S4 or S8 medicines) to the buyer unless the supplier obtains a compliant purchase order for the stock from the buyer.
9. Sections 57, 58 and 59 of the MPMR similarly require that a supplier must not supply stock of an S2 or S3 medicine to the buyer unless the supplier receives a purchase order for the stock which is signed by the buyer.
10. There are other requirements that are relevant under the MPMR including about supplying stock – see chapter 4, part 4, and recording and keeping information – see chapter 8, part 4.

Instructions for use

1. This purchase order template is not mandatory to use. However, it satisfies the requirements expressed in section 52 of the MPMR for buying stock of S4 and S8 medicines.
2. This purchase order template may also be used for buying stock of S2 and S3 medicines.
3. This purchase order must be completed by a *buyer* and given to a *supplier* of a regulated substance. This purchase order is not to be submitted to Queensland Health.

Purchase order for medicines

1.	Unique identifier (e.g. purchase order number):			
2.	Date purchase order is made (DD/MM/YYYY):			
3.	Name of buyer:			
4.	Contact details of buyer			
	Phone:	Email address:		
5.	Address of buyer:			
6.	<p>If the stock is going to be delivered, select one (1) option below:</p> <p style="padding-left: 20px;">street address of buyer; or</p> <p style="padding-left: 20px;">an authorised place at which the buyer is authorised to possess the stock; or</p> <p style="padding-left: 20px;">if the stock is to be delivered to a hospital—the name of the hospital.</p> <p>Specify details of the option selected above:</p>			
7.	<p>Details of buyer’s authorisation to <i>give a purchase order</i>:</p> <p>(e.g. medical practitioner, pharmacist, first aid provider, substance authority holder - refer to schedules 3-15 in MPMR or licence/approval instrument for what dealings are authorised, for what medicines and any restrictions)</p>			
8.	Please provide the following information about the medicines sought:			
	Schedule	Poisons standard descriptor	Form	Strength
				Amount
9.	Signature of buyer:			