There is no special process that needs to be followed when departments wish to purchase OTC drugs. Orders may be placed by phone but a completed CUFS IV Form including the following information must be provided when picking up prescription or OTC products from BHS - Pharmacy.

BHS - Pharmacy general order phone number: (612) 624-2193.
For any questions contact Chief Pharmacists at (612) 624-2193.

Include on CUFS IV* Form:

- name of drug
- dosage
- strength
- number of packages
- department CUFS Account #
- authorized signature

* The CUFS IV form is a pre-printed financial document available through U Stores or available electronically on Financial Forms Nirvana (FFN)

All prescription and OTC orders at BHS - Pharmacy will include a $6 handling fee. If there questions, contact Lab Supply Buyer (Lynn Hein) in Purchasing at (612) 624-6543.