

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 72.17, **Purchasing of Pharmaceuticals**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to outline procedures to be followed in purchasing of pharmaceuticals for entities of Texas Tech University Health Sciences Center (TTUHSC), to provide for the overall least costly purchasing strategies, and to ensure appropriate control of the pharmaceutical products administered and dispensed to TTUHSC patients.

**REVIEW:** This HSC OP will be reviewed on June 15 of each odd-numbered year (ONY) by the Managing Director of Procurement, with recommendation for revisions forwarded to the Executive Vice President for Finance and Operations.

### **POLICY/PROCEDURE:**

1. TTUHSC entities shall purchase pharmaceuticals through the HSC-contracted pharmaceutical wholesaler or a pharmacy designated or approved by the TTUHSC Pharmaceutical Purchasing Office.

6. Purchases of controlled substances shall be in accordance with [HSC OP 52.17](#) (Controlled Substances Policy), and [HSC OP 73.04](#) (Research Involving Controlled Substances and Laboratory Apparatus), as well as any other related Campus, School or Departmental policies.
7. Individual practitioners, or group of TTUHSC practitioners, shall not submit for purchase of pharmaceuticals in order to receive special credit, remuneration or recognition from the vendor.
8. Special pricing offered to individual practitioners, or groups of practitioners, shall be forwarded to the TTUHSC Office of Pharmaceutical Purchasing for confirmation, coordination and facilitation of this pricing offer, and to request the pharmaceutical manufacturer representative make this pricing available to all eligible TTUHSC entity practitioners.
9. This policy applies to institutionally purchased pharmaceuticals and does not apply to sample drugs provided to clinics or investigational drugs that are provided without charge to a practitioner pursuant to an Office of Sponsored Programs approved grant/contract with an IRB approved protocol.