



Sample Intracompany Transfer or Occasional Wholesale Sale Form

Updated 4/17/2025

OAC [4729:5-3-09](#) permits occasional wholesale sale* of drugs by the following terminal distributors of dangerous drugs:

- (1) A pharmacy licensed as a terminal distributor of dangerous drugs;*
- (2) A licensed terminal distributor of dangerous drugs that is not a pharmacy, but only as authorized in section 4729.51 of the Revised Code;*
- (3) A local health department licensed as a terminal distributor of dangerous drugs for the purpose of either:*
 - (a) Improving or promoting public health within the department's jurisdiction, but only for the sale of non-controlled dangerous drugs; or*
 - (b) Selling to another local health department licensed as a terminal distributor of dangerous drugs, but only for the sale of non-controlled dangerous drugs.*
- (4) A drug repository program pursuant to rule [4729:5-10-07](#) of the Administrative Code.*

***NOTE:** There are some limitations to the quantity of drugs that can be sold under this provision. Please see OAC [4729:5-3-09](#) for more information.

Additionally, a licensed terminal distributor of dangerous drugs having more than one licensed location may transfer or deliver dangerous drugs from one licensed location to another licensed location owned by that terminal distributor if the license issued for each location is in effect at the time of the transfer or delivery (commonly referred to as an **intracompany transfer**). Such transfer or delivery includes either of the following:

- (1) *Intracompany sales, which includes any transaction or transfer between any division, subsidiary, parent or affiliated or related company under common ownership and control.*
- (2) *The sale, purchase, or transfer of a drug or an offer to sell, purchase, or transfer of a drug among hospitals or other health care entities that are under common control. Common control means the power to direct or cause the direction of the management and policies of a person or an organization, whether by ownership of stock, voting rights, by contract, or otherwise.*

Regardless of whether a licensee is conducting an occasional wholesale sale or an intracompany transfer, the Ohio Board of Pharmacy's rules require the sender and the receiver to maintain the following documentation **:

To be maintained by the terminal distributor acting as the seller/sender:

Records of transfer or sale conducted in accordance with rule [4729:5-3-09](#) of the Administrative Code shall contain the name, strength, dosage form, national drug code, and quantity of the dangerous drug transferred or sold, the address of the location where the drugs were transferred or sold, and the date of transfer or sale.

*****Please be advised the Board is no longer requiring an expiration date to be included on any occasional wholesale sale or intracompany transfer records.***

To assist licensees in complying with these record keeping requirements, the Ohio Board of Pharmacy developed this **sample** form, which can be found on the next page.

This form can also be duplicated and provided to the purchaser/receiver to meet the recordkeeping requirements for receiving drugs.

Intracompany Transfer or Occasional Wholesale Sale Form

This record must be maintained for 3 years from date of sale/transfer.



Date of Sale	Sender/Seller (Name, Address, TDDD #)	Receiver/Purchaser (Name, Address, TDDD #)

Drug Name	Drug Strength	Dosage Form (tablet, injection, etc.)	National Drug Code (NDC)	Quantity

(Duplicate as necessary)