

657—12.3 (124B) Form of reports. All reports shall be on forms provided by the board except as provided in rule 657—12.4(124B). The following minimum information shall be completed for each required report.

12.3(1) *Delivery.* Each form that reports the sale, transfer, or other furnishing of a precursor substance shall contain the following information:

- a. Name of substance;
- b. Quantity of substance;
- c. Date sold, transferred, or furnished;
- d. Name and address of business or person selling, transferring, or furnishing the substance;
- e. The signature of the person or the signature of an officer, authorized agent, or authorized employee of the business selling, transferring, or furnishing the substance;
- f. Name, address, and identification information of the person or business purchasing or receiving the substance.

12.3(2) *Receipt.* Each form that reports the receipt of a precursor substance shall contain the following information:

- a. Name of substance;
- b. Quantity of substance;
- c. Date received;
- d. Name and address of person or business receiving the substance;
- e. The signature of the person or the signature of an officer, authorized agent, or authorized employee of a business receiving the substance;
- f. Name and address of the person or business selling, transferring, or furnishing the substance.

12.3(3) *Theft or loss.* Each form that reports a missing quantity of a precursor substance shall contain the following information:

- a. Name of missing substance;
- b. Quantity of substance missing;
- c. Date on which the substance was discovered to be missing;
- d. Name and address of the person or business reporting the missing quantity;
- e. The permit number of the person or business reporting the missing quantity, if applicable;
- f. The signature of the person or an officer, authorized agent, or authorized employee of the business reporting the missing quantity;
- g. The name and address of the person who transported the precursor substance and the date of shipment, if applicable.