

# Animal Order Request

(Animal ID#)

The PI is Responsible for the accuracy of all information submitted

<b>PI</b>		<b>Protocol #</b>			
<b>Purchase Order#</b> All animals purchased from outside sources need to have a purchase order signed by Animal Resources Center					
<b>Date Filled Out</b>	____/____/____	<b>Desired Delivery Date:</b>	____/____/____		
<b>Species</b>		<b>Strain</b>			
<b>Sex</b>	<b>M F Either</b>	<b>Wt/Age</b>			
<b># of Animals Requested</b>		<b>Vendor</b>			
<b>Pain Level</b> Animals have to be ordered on a pain level stated in the protocol and used on that level or transferred at a later date.	<b>B C D E</b>	<b>Room Preferred</b>		<b># Animals per Cage</b>	
<b>Person Filling Out This Form</b>		<b>Phone #</b>			
<b>Would you like to keep extra animals if any are received? ___Yes ___No</b>					
<b>Special Info: (ie. Housing, Husbandry and/or Medication)</b>					

**Please note: Animal orders are due by noon on Wednesday for deliveries the following week.**

This section to be completed by Animal Care employees

<b>Late Order Received @ (date/time)</b>		<b>Late Fee Added?</b>	
<b>Date Placed w/ Vendor?</b>		<b>Order Placed via/by: (ie. Phone, fax)</b>	
<b>Name of Vendor Rep accepting order?</b>		<b>Confirmation #</b>	
<b>Actual # Received</b>	<b>Animals Received By:</b>	<b>Action taken with extra Animals?</b>	<b>Database Corrected by:</b>