Lab Animal Resources

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**VIVARIUM ANIMAL ORDER FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Order Placed:** |  |  | **Account #:** |  |
| **Date Needed By:** |  | **Departmental Approver** |  |
| **Ordering Information – Cannot be changed once a PO is issued** |
| **Protocol #:** |  | **Protocol Title:** |  |
| **Principal Investigator:** |  | **Dept.:** |  |
| **Quantity Ordered:** |  |  |
| **Species:** |  | **Strain:** |  | **Sex:**  |  | **Age or Weight:** |  |
| **Vendor:** |  | **Price Per Animal:** |  |
| **Shipping:** |  |
| **Special Housing Requirements:** |  | **Crate:** |  |
| **Miscellaneous:** |  |
| **Delivery Specifications** |
| **Date Needed By:****(\*must match date above)** |  |  |
| **Requested By:** | **Name:**  |  |
| **Phone #** |  |
| ***Ordering & Receiving Checklist—For Vivarium Use Only*** |
| **Requisition #:** |       | **Vendor Contact:** |       |
| **Purchase Order #:** |       | **Order Placed By:** |       |
| **Date Ordered:** |       | **Ship Date:** |       | **Date Received:** |       |
| **# of Cartons:** |       | **Container Disinfected:** | **☐ Yes** **☐ No**  | **Reference Number:** |       |
|  |
| **Weight Confirmation:** | Avg. Wt.       | **Sex Confirmation of Animals Ordered:**  | **☐ Male** **☐ Female** |
| ***Notification—For Vivarium Use Only*** |
| **Name:** |  | **Date:** |  | **Time:** |  | **By:** |  |
| **Method:** |  | **Quarantine Room #:** |  |
| **☐ Received in 49er Mart ☐ Entered into Vivarium Database ☐ Entered into Animal Purchase Log *Version 02.01.14***  |

The University of North Carolina at Charlotte

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