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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