

Place at least **7 DAYS** before you expect the order to arrive.

ANIMAL PURCHASE/ACQUIRE

Request #:

Instructions on reverse

1. ORDER / P.I.	2. VENDOR
DATE OF ORDER: _____ REQUESTED BY: _____ Email: (required for confirmation) _____ Email: (if desired) _____ PHONE NO.: _____ FAX #: _____ DATE NEEDED: _____ <hr/> P.I. NAME: _____ PROTOCOL.#: _____ PHONE: _____	PREFERRED VENDOR _____ <hr/> FOR OLAC USE ONLY VENDOR USED: _____ PHONE # (_____) _____ <input type="checkbox"/> OLAC Pickup ADDRESS _____ CITY: _____ STATE: _____ ZIP _____

3. BILLING							
BU	BFS ACCT	FUND	ORG	PROG	PROJECT	FLEX	SPEEDTYPE
	55017						

DEPARTMENTAL AUTHORIZATION FOR USE OF THIS ACCOUNT

AUTHORIZED BY: _____ SIGNATURE: _____ DATE: _____

4. DELIVERY	
DELIVERY SERVICE: <input type="checkbox"/> VENDOR DIRECTLY TO PI LAB (Check one) <input type="checkbox"/> VENDOR TO OLAC, OLAC TO PI LAB <input type="checkbox"/> VENDOR TO OLAC, OLAC HOUSES ANIMALS CAMPUS DEST. ROOM: _____ BUILDING: _____ CONTACT NAME: _____ PHONE: _____	IS THIS A STANDING ORDER? <input type="checkbox"/> YES - <i>If YES, fill out the rest of this box.</i> DELIVERY DATES: FIRST: _____ LAST: _____ FREQUENCY OF DELIVERY: _____ TIMES PER <input type="checkbox"/> MONTH / <input type="checkbox"/> WEEK <i>Standing orders may only contain a single order item. Continuing orders requiring more than one separate order item must be placed on separate forms.</i>

5. ORDER ITEMS								
	QUANTITY	SPECIES	STRAIN	SEX	AGE	WEIGHT/SIZE	PRICING	
							PRICE EA.	TOTAL
①								
②								
③								
④								
⑤								
Other Charges (Box, shipping, handling, etc.)								
TOTAL								

SPECIAL INSTRUCTIONS

6. FOR OLAC OFFICE USE ONLY
FORM WAS: <input type="checkbox"/> FAXED <input type="checkbox"/> MAILED <input type="checkbox"/> HAND-DELIVERED RECEIVED: BY: _____ DATE: _____ TIME: _____ ORDER TO VENDOR: BY: _____ DATE: _____ VENDOR CONTACT PERSON: _____ DELIVER TO: <input type="checkbox"/> NAF <input type="checkbox"/> LSA <input type="checkbox"/> PI LAB AT _____ DATE TO BE SHIPPED: _____ EXPECTED ARRIVAL DATE: _____ VENDOR REFERENCE #: _____ SHIPPING REF #: _____ AIR BILL #: _____ FLIGHT #: _____

INSTRUCTIONS FOR COMPLETING THE *OLAC ANIMAL REQUEST FORM*

- ✓ Complete sections 1 through 5.
- ✓ Print clearly or type.
- ✓ Forms are available outside of the main office, 203 NAF.
- ✓ An incomplete or illegible form will be returned to the sender.
- ✓ To place an order, either
 1. fax the form to 3-0886 (in which case do not also mail the original), or
 2. drop it off at or mail it to:
Attn: Order Desk
OLAC
203 NAF # 7150
- 3. Telephone orders are not accepted
 - ✓ If the order cannot be placed as requested, the requestor will be contacted.
 - ✓ Upon completion of the order, a completed copy of this order form will be emailed to the requestor.

Section 1 For *DATE NEEDED* Please indicate an actual date upon which you wish the animals delivered. ASAP will not be accepted.

Section 2 Please indicate the preferred vendor and any comments on the vendor choice.

Section 3 Please provide the complete chart string account information, as well as an authorized signature. If the account has not been used with OLAC before, you must also submit a *Recharge Account Application Form*. If OLAC does not have a form on file for this account, the order may be delayed.

Section 4 Be sure to only check one box for delivery, and to indicate the room and building to which the animals are to be delivered. If the animals are to be housed by OLAC, the delivery address is an OLAC animal housing room; if the animals are to be delivered to your lab directly, the delivery address is the lab or office that will receive the animals. A standing order is any order which is received more than once on a regular basis (e.g., every two weeks for six months).

If the order is a *Standing Order*, it may only have a single order item (with any quantity for that item). If you need to place a repeating order with more than one order item, you need to submit an Animal Purchase Form for each shipment.

Section 5 Please indicate the strain, sex, age, weight and/or size of animals being ordered. Also, provide any special instructions (e.g., time-mated pregnant, etc.).

DO NOT complete box #6, it is for OLAC office use only.