

Place allow at least **3 DAYS** before you expect the order to arrive; 2-3 weeks for special orders.

Request #:

CONTROLLED SUBSTANCE REQUEST

Instructions on reverse

1. ORDER

REQUESTED BY	FAX #	TELEPHONE #
DATE OF ORDER	DATE NEEDED	
PRINCIPAL INVESTIGATOR	TELEPHONE #	ANIMAL USE PROTOCOL NUMBER

2. DELIVERY

DELIVER: PICKUP AT 203 NAF (Mon—Fri, 9am to 12pm, 1pm to 4pm)
 (Check one) DELIVERY (Tue & Thurs, 9am to 12pm, 1pm to 4pm): ROOM: _____ BUILDING: _____

ALTERNATE DELIVERY / PICKUP CONTACT (Must be approved by OLAC for responsibility of controlled substances)

NAME: _____ PHONE: _____

3. BILLING

BU	BFS ACCT	FUND	ORG	PROG	PROJECT	FLEX	SPEEDTYPE
	55020						

4. DRUG USAGE AND STORAGE

What will this drug(s) be used for? _____

Animal Species: _____

Storage site: Room: _____ Building: _____

Storage facility: Locked Refrigerator Locked Cabinet Safe Locked Other Specify _____

Is storage space used by others? _____ If so, who? _____

5. ORDER ITEMS

	QTY	SIZE	CONCENTRATION (e.g. mg, mg/ml)	DESCRIPTION	FOR OLAC USE ONLY	
					PRICE EA.	TOTAL
①						
②						
③						
TOTAL						

6. PRINCIPAL INVESTIGATOR AUTHORIZATION

NAME	SIGNATURE	DATE
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7. OLAC OFFICE USE ONLY

FORM WAS: FAXED MAILED HAND-DELIVERED RECEIVED BY: _____ DATE: _____ TIME: _____

DELIVERY VERIFICATION 06/00

SCHEDULED DATE: _____ TIME: _____ ACTUAL DATE: _____ TIME: _____

OLAC SIGNATURE: _____ DATE: _____

CUSTOMER SIGNATURE: _____ DATE: _____

INSTRUCTIONS FOR COMPLETING THE *CONTROLLED SUBSTANCE REQUEST FORMS*

- ✓ Complete sections 1 through 6.
- ✓ Print clearly or type.
- ✓ Forms are available from the OLAC order desk.
- ✓ An incomplete or illegible form will be returned to the sender by campus mail.
- ✓ To place an order, either
 1. fax the form to 3-0886, or
 2. drop it off at or mail it to:
Attn: Order Desk
OLAC
203 NAF # 7150
- ✓ Order may not be placed by telephone.

Notes:

② Deliveries

- ✓ Items may be picked up at OLAC's main office, 203 NAF, from Monday through Friday, 9am to 12pm and 1pm to 4pm.
- ✓ On-campus deliveries are made by appointment on Tuesdays and Thursdays, from 9am to 12pm and 1pm to 4pm. There is an additional \$15 charge for deliveries.
- ✓ If the PI will not be receiving the animals, indicate the alternate contact here. This person must be approved by OLAC for the handling of controlled substances for the PI.