

## ACO Animal Purchase Request Form

**This form must be submitted 10 days prior to requested delivery date.**  
**Animal strains must be approved on the protocol # requested.**  
**Animals require a minimum 5-day acclimation period after arrival before use in procedures.**

Date: \_\_\_\_\_ Requested Delivery Date: \_\_\_\_\_  
Protocol # : \_\_\_\_\_ Department \_\_\_\_\_  
PI Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Lab Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Vendor Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Acct Code	Bus.Unit	Fund Code	Dept. ID	Program	Project	Speed Type	State/Local
54005	_____	_____	_____	_____	_____	_____	_____

Dept. Comments: \_\_\_\_\_  
**Animal strains must be approved on protocol # provided. Cost Center information must be accurate.**  
Certifier Name: \_\_\_\_\_ PI Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Siganture:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**PI and Certifier signatures are required.**

To avoid delays in animal ordering, please ensure the animal strain name is correct and complete (not abbreviated). The designation provided here will be directly compared to the strain name used when ordering research animals through ACO. If not identical, the order will be returned to the PI until the correct name is used on the order form and/or added to the IACUC protocol.

Strain/Stock #	Quantity	Species	Strain	Gender	Weight/Age	Unit Price	Extension
						Shipping	
						Box charge	
						Fuel Charge	
						Surcharge	
						Total	

Housed Singly? Yes \_\_\_\_\_ No \_\_\_\_\_ Number per Group \_\_\_\_\_ Biohazard? \_\_\_\_\_  
Do the animals require special handling? \_\_\_\_\_

**FOR ACO OFFICE USE ONLY:**  
Date Ordered: \_\_\_\_\_ Ordered by: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_ Vendor Contact Name: \_\_\_\_\_  
Order Confirmation Emailed: \_\_\_\_\_ Incoming Log Entry: \_\_\_\_\_ Cage Cards Printed: \_\_\_\_\_ Delivery Confirmation Emailed: \_\_\_\_\_