UNIVERSITY OF MONTANA

LABORATORY ANIMAL RESOURCES (LAR) ANIMAL ORDER REQUEST FORM

For Internal Principal Investigators and External Companies

For External Companies and PIs please follow the following procedure

Please contact LAR Manager at, kelly.carrick@mso.umt.edu, before completing:
1). Confirm vendor shipping number 2). Confirm AUP number 3). Confirm the number of animals requested are available on AUP
4). Confirm housing space is available in LAR 5). Send email of animal health reports and confirmation to LAR Manager

Before Completing this Form
1). Confirm vendor and shipping details and 2). Verify approved IACUC protocol (AUP) and animal count

Please complete all the following information:

Date of order:			**Planned Date of Arrival:**	
Contact and Vendor Information				
Principal Investigator:			**Company Name (if applicable):**	
PI Phone/Cell Number:			**Index Number:**	
Contact Name:			**Contact Email:**	
Contact Phone/Cell Number:				
Approved Vendor:	☐ Charles River Labs	☐ Jackson Labs	☐ Envigo	☐ Taconic Bioscience
Animal Protocol Information				
Approved AUP #				
AUP/Project Title:				
Species Information				
Species:		**Strain:**	**Sex:** ☐ Male ☐ Female ☐ Both	
Total # Ordered:		**Age Range:**	**Weight Range:**	

Are/will animals be quarantined? ☐Yes ☐No
Building & room where animals will be housed: ☐HS, ☐North SB, or ☐South SB, RM# _____
Any SPECIAL INSTRUCTIONS: (food, water, breeding pairs, enrichment):_____
_____

FOR LAR USE ONLY:

Order Received		Order Placed	
Received By:		Entered in Cayuse: YES ☐ NO ☐	Date Received:
Health Form: YES ☐ NO ☐	Confirmation #:	Production Area:	
Packing List: YES ☐ NO ☐		Health Report Received: YES ☐ NO ☐	
Recorded		Contact Notified: YES ☐ NO ☐	Invoice Attached: YES ☐ NO ☐
Daily Log: YES ☐ NO ☐			
Transport Log: YES ☐ NO ☐	USDA: YES ☐ NO ☐		

Notes/Comment:_____
_____

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