**Animal Order Form**

***Instructions for ordering animals:*** form may be typed or handwritten. We do not accept phone orders. No orders for animals will be accepted without a current use form approved by OSU’s Animal Care and Use Committee. Send the completed form to the Laboratory Animal Resources Center (larc@oregonstate.edu) or fax to 541-737-5637. **Incomplete forms will be returned to the investigator.**

If you are ordering rats, mice or hamsters – please have orders in 72 hours prior to the shipping date for commercial vendors. If ordering from Frederick Cancer Institute (NCI) and National Institute on Aging (NIA), orders must be in by Mondays for the following week’s shipment. If ordering from Jackson Laboratory, please have orders in by Wednesday before noon.

If you are ordering rabbits – please have orders in by Wednesday noon. Rabbits will be delivered to Laboratory Animal Resources Center on Thursday.

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| --- | --- |
| **Date:** |       |
| **Investigator:** |       |
| **Department:** |       |
| **ACUP #:** |       |
| **Phone #:** |       |
| **Index #:** |       |
| **Person Placing Order:** |       |
| **Email Address:** |       |
| **Vendor:** |       |
| **Date Needed:** |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **# of Animals:** | **Strain/Species:** | **Sex:** | **Weight:** | **Age** |
|       |       |       |       |       |
|       |       |       |       |       |
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| --- | --- |
| **Bldg/Room #:** |  |
| **# Per Cage:** |  |
| **Cage Type:** |  |

**Other instructions regarding the order:**