



University of Texas Health Sciences Center at Houston  
Center for Laboratory Animal Medicine and Care

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## **Animal Ordering Guideline**

(The Purchase of Live Animals)

### **POLICY AND GENERAL STATEMENT**

The University of Texas Health Science Center at Houston (“university”) requires that all requisitions for purchasing live animals be approved by the Center for Laboratory Animal Medicine and Care (“CLAMC”), located in the Medical School Extension (MSE) Building. CLAMC staff must verify that housing space and supplies are available for the care of animals before they are ordered. All requests sent to the CLAMC to purchase animals must be accompanied by an active Animal Welfare Committee protocol number with adequate animal numbers available.

The CLAMC administrative office is responsible for contacting the vendor to authorize and/or modify shipment for all animal orders. The research departments are not authorized to initiate any animal order as this could jeopardize the investigator’s research compliance.

### **PROCEDURE**

Request for the purchase of live animals must be made in accordance with the procedures outlined below.

The Principal Investigator (PI) or designated research staff member must complete a [Laboratory Animal Request](#) (LAR) form. The following details must be included:

- Vendor Details: preferred vendor and a requested delivery date
- PI Details: investigator, department and protocol number
- Ordering Details: description to include commodity code, species, weight, and/or age, sex, pregnant (timed/untimed), etc.
- Fee Details: allocation for shipping and freight charges
- Housing Details: Facility/room and group/singly-housed. Requests for singly-housed must be approved by veterinary staff or be justified on the associated animal protocol.

The completed LAR form is then submitted to the departmental or university buyers for processing in the PeopleSoft Financial Management System (FMS). Requisition amounts should be entered in FMS as follows:

- Animal Charges: this line should distribute funds by quantity
- Shipping/Freight Charges: this line should distribute funds by amount only

All LAR animal order request forms and the associated dispatched purchase orders must be routed to the CLAMC office via fax at (713) 500-0760 or by emailing [ACARE@uth.tmc.edu](mailto:ACARE@uth.tmc.edu). The CLAMC will verify the protocol, animal number, and obtain veterinary/husbandry approval prior to placing the order with the preferred vendor.

Departments wishing to place animal orders against a blanket purchase order will follow the same procedure to initiate the requisition. Once a purchase order has been dispatched, the requesting department must submit a LAR form directly to the CLAMC to initiate each animal order. The requesting department is responsible for tracking all orders placed against the blanket purchase order and ensuring funding is available before initiating additional animal orders.

The CLAMC will contact the requesting department to discuss details regarding the animal order as needed. The individual listed on the LAR form to be notified upon delivery will receive an email notification of delivery from CLAMC at 12 noon. The CLAMC processes animal order receivers on all animal purchase orders and submits the invoice to Accounts Payable for payment. The CLAMC will work with the requestor and buyer regarding any purchase order modifications.

## **CONTACTS**

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