3.7 LABORATORY ANIMALS AND ANIMAL HOUSING

A. General
The following procedures will be adhered to in the requisitioning and purchasing of laboratory animals and animal housing equipment. This purchasing procedure supersedes any prior procedures issued by the Purchasing Office governing the purchase of laboratory animals and animal housing equipment, whether verbal or written.

B. To requisition laboratory animals and animal housing equipment, the department will:
1. Place requests for the purchase of laboratory animals and animal housing equipment on the standard requisition form.
   a. Place orders for animals on separate requisition. Do not combine with other purchases,
   b. Place orders for animal housing on separate requisition. Do not combine with other purchases.
2. Complete requisition in accordance with instructions for completion of the requisition form, as issued by the Purchasing Office, and include the following additional information:
   a. Name of principal investigator or authorized individual.
   b. Project on which the material is to be used.
   c. Any relevant information that may be required concerning the commodity such as special packaging, shipping instructions, etc.
3. Route requisitions to the Program Director of Animal Care for approval.

C. Upon receipt of the requisition, the Program Director of Animal Care will:
1. Approve or disapprove the requisition, in accordance with established policies of LSUMC.
2. Route approved requisitions to the Purchasing Office.

D. Upon receipt of properly approved requisition, Purchasing will:
1. Process the requisition in accordance with normal purchasing procedures, obtaining appropriate competitive quotations if necessary.
2. Obtain departmental acceptance of a low bid on other than specified items according to established purchasing procedures. If the low bid for other than specified items is accepted by the department, the low bid acceptance form will be routed to the Program Director of Animal Care for approval.
3. Issue a purchase order upon approval and acceptance of the low bid by the department and the Program Director of Animal Care.

4. Send a copy of the purchase order to the Program Director of Animal Care

E. Orders for the purchase of animals are normally placed by telephone, and are only placed on Monday, Tuesday and Wednesday, to coincide with vendors' various shipping schedules and University procedures for receiving animals.