ANIMALS / SERVICES REQUISITION FORM

Name of applicant:  Date of Application:

Name of RI/ Commercial Company :  Name of PI ( in FULL) :

IACUC #:

Applicant’s Contact No:  Applicant’s Email:

Reason (s) for Request:

Location where animals will be housed:  Department:  Room #:

<table>
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<tr>
<th>Species</th>
<th>Strain</th>
<th>Sex</th>
<th>Genotype</th>
<th>Age⁷</th>
<th>Qty</th>
<th>Date of animals required#</th>
<th>Source of animals (if from overseas)**</th>
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Please fill ALL fields above.

⁷ For overseas ordering, please state the preferred date of arrival.

** Only applicable if mice are ordered from an overseas facility.

⁷ Refer to Terms and Conditions #7

Terms and conditions

1. All applications should be signed by the applicant and will only be acknowledged via fax or hardcopy submission.
2. All requisitions are subject to approval.
3. You will be informed via e-mail/phone once the animals are present in the Biological Resource Centre and ready for collection.
4. This Requisition Form should be submitted at least 2 working days in advance of the date the animals are required.
5. No animals are allowed to be taken out of the Biological Resource Centre unless prior approval has been granted by the BRC IACUC.
6. Animals / Services will be charged according to the BRC Price List current on the day of delivery.
7. Please refer to the BRC Price List when placing your requisition, to ensure that you state appropriate specifications.

I/We* am/are* agreeable to the terms and conditions stated on this requisition form and will abide by them.

__________________________________________________
Signature of Applicant(s)

*Delete where not applicable

Please note that upon signing, this Requisition Form is deemed as a Purchase Order to BRC and will be subject to BMSI's standard Terms and Conditions. The Purchase Order reference would be the date of application and applicant’s name.
FOR BRC OFFICIAL USE ONLY

Confirmation of Order By Section Head:

Application approved/rejected* by: __________________________

Reasons, if rejected:________________________________________

_________________________________________________________

Signature: __________________________

Date: ________________________________

*delete where applicable:

ACKNOWLEDGEMENT OF RECEIPT OF ANIMALS

Name: ________________________________

Signature: _____________________________

Date: ________________________________