# How to Acquire Animals

The IACUC’s Policy on purchasing animals can be found at Research Integrity and Compliance Review’s website.

    Once you have an approved protocol and need to order animals:

1. Submit a requisition in eAnimal Ordering (eAO), <https://csu.keyusa.net/>.
	1. This step must be approved before animals are received.
		1. For detailed steps on how to create and submit a requisition, visit the LAR website (<https://vpr.colostate.edu/lar/>) and open the instructional page for “eAO Animal Requisition Instructions”.

Special note: If you order eggs, please submit the requisition for the total number of eggs to be ordered/purchased. Once chicks have hatched, an email with the total number of live chicks needs to be sent to lar\_animal\_census@mail.colostate.edu.

*If you are using Laboratory Animal Resources to care for your animals, then submitting a requisition in eAO is the only action you need to take.*

1. If you are not using LAR services:
	1. Within the eAO requisition, note in the ‘Description’ field how these animals intend to be acquired: donated, wild caught, Kuali Purchase Requisition or PCard\*.
	2. If animals are to be wild caught or donated without payment, the eAO requisition needs to reflect the estimated number of animals expected.
		1. When the actual number of animals is known, an email needs to be sent to lar\_animal\_census@mail.colostate.edu with the quantity to be received.
2. After submitting an eAO requisition, submit a purchase requisition in Kuali.
	1. Animals used solely for production should be allocated to object code 6228, i.e. livestock purchased for food and fiber. All other animals should be allocated to object code 6227. This includes research, testing, teaching or any of these with a dual use with production
	2. Reference the eAO animal requisition number and protocol number in the NOTES section
3. LAR will review the Kuali purchase requisition along with the eAO requisition and approve the purchase requisition when the animal numbers have been verified.
4. After the animals are received, please send an e-mail to lar\_animal\_census@mail.colostate.edu with the protocol number, the number of animals received and the date on which the animals arrived.
	1. The receiving process will be completed and cage cards will be generated. The cage cards will be sent as a PDF attached to an email outlining LAR cage card policy.
		1. You are required to keep these cages cards until the animals are removed from study. When the animals are no longer on study, an email with a scan of the cage cards be sent to lar\_animal\_census@mail.colostate.edu.

1. If an animal needs to move to another study protocol, please submit a Transfer Request located at LAR’s website.

LAR will review ALL orders placed in eAO on Thursdays. If you need the requisition reviewed before this day, you can send a quick e-mail to lar\_animal\_orders@mail.colostate.edu indicating the eAO requisition number. This is especially important for PCard purchases since there is no notification mechanism before the purchase.

\**You must have a PCard Exemption approved by Research Integrity & Compliance Review Office on file to use this mechanism.*