

# How To Request Services

All service requests should originate from the LAR website:

<https://www.research.colostate.edu/lar/>

- ➔ Under the “LAR Services” tab, click on “Work Orders” and log in with your CSU eID/password

## Work Orders for Tech Services/General Services:

- From the LAR Forms main page, click on the link for Work Order Request Form
- Begin to fill out the work order request. The WO category should best match the service you are in need of.
  - Select “**Vet Tech Services**” for:
    - Technical services supplies (such as anesthesia machines or equipment, isoflurane refills, surgical supplies, medications, or controlled substances)
    - To schedule use of the Surgery or Necropsy rooms
    - Any procedure that you would like LAR vet staff to complete
    - **\*\*Do NOT enter in animal transfer or euthanasia requests through this form. Transfer and Termination requests should be entered in through the Animal Management Module accessible in Kuali Research\*\***
  - Select “**Supply Order**” for:
    - Scheduling the movement of caging/medical supplies from one *building* location to another *building* location
  - Select “**Facility/Animal Care Concerns**” for:
    - Reporting facility maintenance issues, i.e. chipped paint, broken equipment in the room, removal of screws/nails in walls
    - Reporting Animal Care Concerns, i.e. broken caging, room cleanliness
  - Select “**General**” for:
    - Any miscellaneous request that does not fall into the other categories
- The “Date Service Required” must be set for two business days in the future.
  - **LAR IS NOT ABLE TO ACCOMMODATE SAME DAY REQUESTS**
  - Submitting requests at least 2 business days in advance will greatly help LAR staff to meet your needs in a timely manner.
- Continue to fill out the white boxes in the form. If you do not know the value that should be in that box, enter in “N/A”.

### ONLINE REQUEST FORMS

[Work Order Request Form](#) (Not for animal transfers!)

- In the Requester Comments section, relay any pertinent information about your request (e.g. cage card numbers, amounts of supplied needed, time frames, special instructions).