

# Commercial Supplier Animal Order Form

PI sends the Animal Ethics Liaison the completed **Commercial Order Form** via [acsc@uvic.ca](mailto:acsc@uvic.ca)

**Order Form** must include:

- **Fast account**
- **Authorizing Signature** (electronic version or signed/scanned form)

Liaison verifies that the :

- PI has an **approved/active Animal Use Protocol (AUP)**
- **species** on the **Order Form** matches the AUP

The **Order Form** is emailed to Animal Health Technician (AHT) Coordinator for processing.

Order is placed with commercial supplier.

AHT Coordinator or staff emails PI with confirmation of arrival date of the animals.

**ANIMALS ARRIVE!**

Animal order, freight, and delivery charges are invoiced by Purchasing to the Fast account provided by the PI.