PI emails the completed **Commercial Order Form** to both:
Animal Health Coordinator [acsaht@uvic.ca](mailto:acsaht@uvic.ca)
and Sr. RLAT Husbandry [acshusb@uvic.ca](mailto:acshusb@uvic.ca)

**Commercial Order Form** must include:
- Fast account
- **Authorizing Signature** (electronic version or signed/scanned form)

Sr. RLAT Husbandry verifies:
- PI has an **approved/active Animal Use Protocol** (AUP)
- **species** on the Order Form matches the AUP

Animal Health Coordinator places order with commercial supplier

Animal Health Coordinator emails PI with confirmation of arrival date of the animals

**ANIMALS ARRIVE!**

Animal order, freight, and delivery charges are invoiced by Animal Care Services to the Fast Account provided by the PI

Revised June 2020