

Vivaria Purchase Requisition

Request Date: _____ Date Required: _____

PI Name: _____ PI Signature: _____

AUP #: _____ Requested by: _____

COA: _____
(required) Entity Fund Activity Functn Program Project Flex 1 Flex 2

Dept. Financial Administrator Confirmation: _____ (i.e., MSO, Analyst)
(Print name & signature)

Vivarium (V1): Life Sciences Spieth Hall Room Number: _____

Vivarium (V2): Boyce Room Number: _____

Vivarium (V3): New Psychology MRB Room Number: _____

Pick-up Order

Call _____ at _____ for notification of arrival.
(Name) (Phone number)

PLEASE PLACE AN ORDER FOR:

ANIMALS - email completed form to Griselle Ochoa at griselle.ochoaperez@ucr.edu.

NOTE!!! Deadline to order animals is Wednesday 4:00pm for animals to arrive the following week.

Qty.	Species	Catalog # / Vendor	Sex		Specifics
			Male	Female	
			Male	Female	
			Male	Female	
			Male	Female	
			Male	Female	

SUPPLIES (i.e. Special Food, Bedding, Cages, etc.)

Description	Quantity	Catalog # / Vendor

Form must be completely filled out before order will be placed.

Department Financial Administrator must confirm COA information.

*****Once the order has been placed by the vivaria manager, it cannot be canceled.**

For Vivaria Use Only	
Date Order Placed:	_____
Vendor: _____	Confirmation #: _____
Estimated Delivery Date: _____	Estimated Order Total: \$ _____
Vivaria Manger's Signature: _____	_____