

# REQUEST TO RECEIVE ANIMALS FROM ANOTHER INSTITUTION

University of South Florida  
Comparative Medicine

FORM #:

Receiving animals from another institution must be requested in writing, approved, arranged and accomplished by Comparative Medicine  
**USF Faculty:** Please complete **Parts 1-4**, and return by Email to [CompMed@usf.edu](mailto:CompMed@usf.edu) to initiate a request to receive animals.

## PART 1: CONTACT INFORMATION

### A. RECEIVING:

Principal Investigator:   
IACUC Protocol #:  Phone:   
Email:

Shipping Contact: Fiscal & Business Specialist  
Phone: (813) 974-3844  
Email: [Animalorders@usf.edu](mailto:Animalorders@usf.edu)

### PART 2: BILLING INFORMATION

Bill to USF/Moffitt Investigator:  Bill to Shipping Institution:   
Billing Contact Name:   
Billing Email/Phone:   
Billing Account/PO #:

### B. SHIPPING:

Principal Investigator:   
Shipping Institution:   
Phone:   
Email:

Veterinarian:   
Phone:   
Email:   
Shipping Contact:   
Email:

## PART 3: ANIMAL INFORMATION

Species:  Post Quarantine Housing Facility:

Strain/Line/Genotype*	Total #	# Males	# Females	Weight/Age	Special Requirements (e.g., Husbandry, Unique Identification)

\*Insert additional rows if needed. For large shipments, submit a spreadsheet with the information above and any unique identification (e.g., tattoo, ear tag)

## PART 4: CONDITIONS

### Status of Animals for Import:

Naïve for Breeding  Ongoing Experimental Procedures (On-study)

1. Inter-institutional collaborations involving animals should be described in a formal written memorandum of understanding which specifies responsibility of offsite animal care and use, animal ownership, and IACUC review and oversight.

MOU Status Confirmed by:

2. USF inter-institutional transfers of animals must be approved by USF Technology Transfer Office prior to animals arriving on campus.

MTA Status Confirmed by:

3. Animals on-study are reviewed by a veterinarian upon arrival.

Animals Reviewed By: