

REQUEST TO SHIP BIOLOGICAL MATERIALS TO ANOTHER INSTITUTION

University of South Florida, Division of Comparative Medicine
12901 Bruce B. Downs Blvd., MDC 20, Tampa, FL 33612
Telephone (813) 974-9876

FORM #:

Shipping biological materials to another institution must be requested in writing, approved when accomplished by Comparative Medicine
Principal Investigators: Please complete Parts 1-4, and return by e-mail to CompMed@research.usf.edu or by fax to (813) 974-9432

PART 1: CONTACT INFORMATION

A. SHIPPING:

Principal Investigator:
IACUC Protocol #:
Phone: Fax:
Email:

Shipping Contact: Fiscal & Business Specialist
Phone: 813-974-3844
Fax: 813-905-9894
Email: Animalorders@research.usf.edu

B. RECEIVING:

Principal Investigator:
Phone:
Fax:
Email:
Receiving Contact:
Phone:
Fax:
Email:

PART 2: BILLING INFORMATION

Bill to USF/Moffitt Investigator: Bill to Receiving Institution:
Billing Contact Name:
Billing email/phone:
Billing account/PO:
Courier & Account:

SHIP-TO ADDRESS:

<input type="text"/>

PART 3: MATERIAL INFORMATION

Species:

Material Description: (e.g., ES cells, embryos, sperm)	Strain/Line/Genotype	Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Insert additional rows if needed.

PART 4: CONDITIONS

1. Inter-institutional transfers of mice must first be approved in writing by either USF Patents & Licensing, Technology Agreements, or the Moffitt Cancer Center Office of Technology Management & Commercialization, prior to mice being shipped from this campus:

I have contacted the appropriate office above and determined Material Transfer Agreement (MTA) is in-place MTA is in-progress

MTA is not required MTA Status Confirmed by:

2. Indicate in **Part 2** (above) the billing contact and the research account number and/or PO number to which shipping/box cost or any balance due will be billed. Enter the name of the courier and courier account when the receiving institution is responsible for animal transport.

PART 5: SIGNATURE APPROVING RECEIPT OF BIOLOGICAL MATERIALS:

The individual named below has delegated authority for the receiving institution, has reviewed this request and approves this shipment of biological material.

Signature

Printed Name

Position

Telephone:

Date: _____