

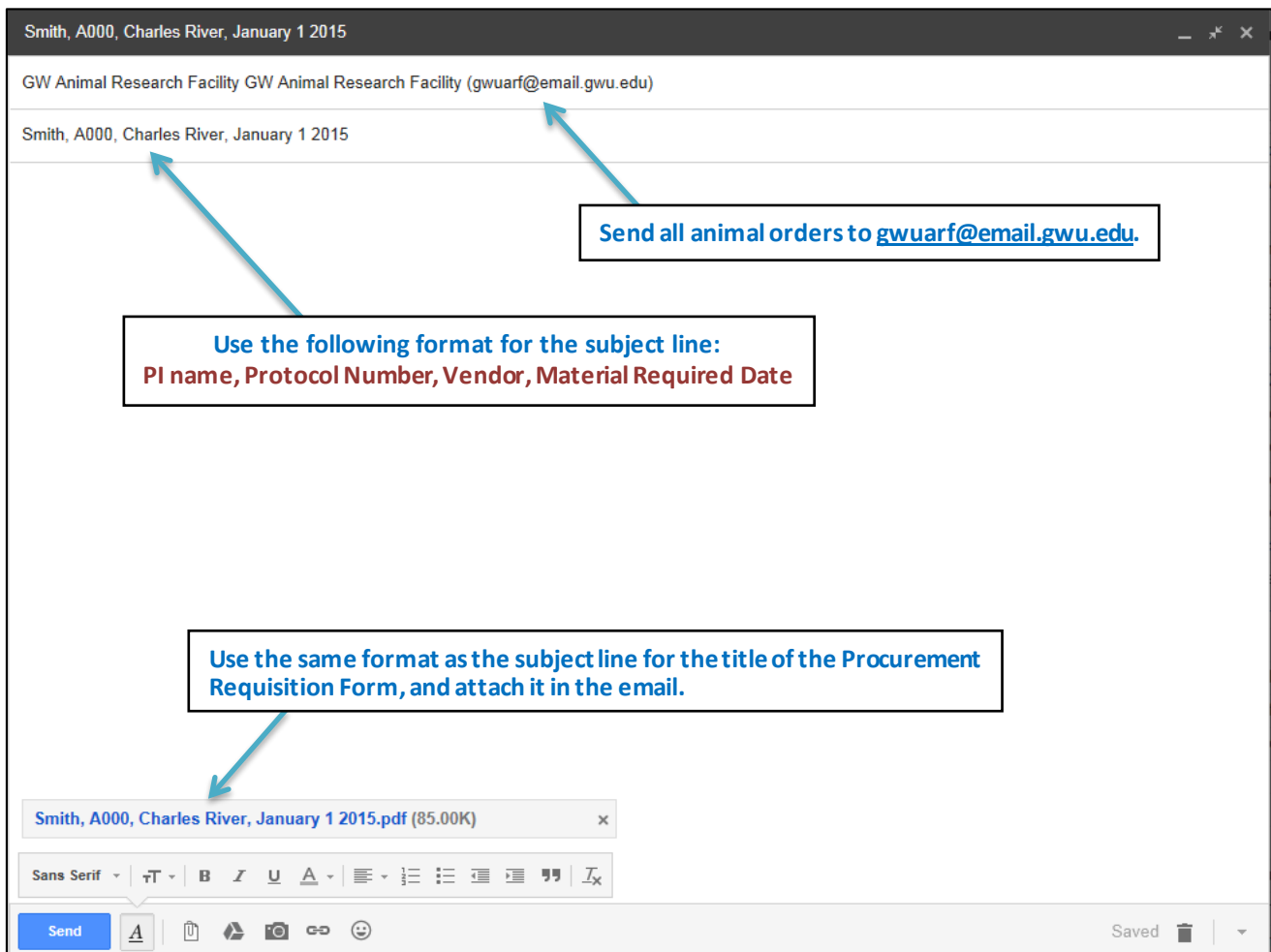
Standard Operating Procedure – **ANIMAL PROCUREMENT**

- Location:** The George Washington University
- Responsibility:** Principal Investigators (PIs), Research Staff, Finance and Admin Managers, Special Project Administrators (SPA), Animal Research Facility (ARF) Staff
- Purpose:** The purpose of this Standard Operating Procedure (SOP) is to describe the process of animal procurement.

Procedure:

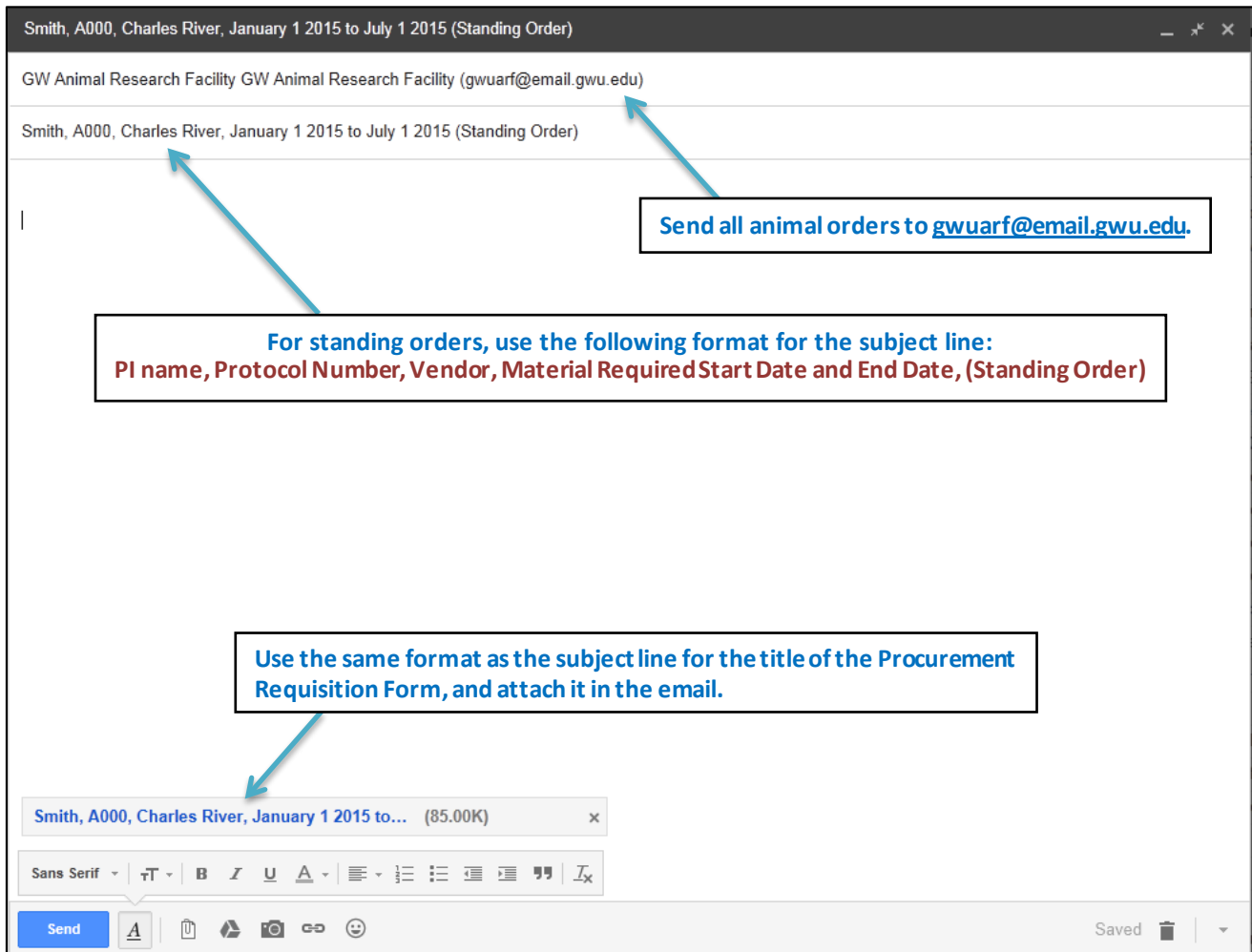
1. When a PI or a member of the research staff wishes to order animals, they must contact the Finance and Admin Manager (or the Fiscal Manager) of their home department to obtain the **Procurement Requisition Form**.
2. The PI or members of the research staff are responsible for completing the Procurement Requisition Form in full.
 - a. **Please ensure that the protocol that is to be debited for this animal order is currently in an active state.**
 - b. **The Material Required Date must precede the expiry date of the corresponding protocol.**
3. The completed Procurement Requisition Form must be delivered to the Finance and Admin Manager either in person or scanned and emailed.
 - a. For any standing orders, please detail the requested frequency for this order (ie. weekly, biweekly, monthly, etc.) directly in the Procurement Requisition Form.
4. The Finance and Admin Manager will sign the Procurement Requisition Form before sending it to the SPA of the corresponding department.
5. The SPA is required to sign off on the animal order and provide the stamp of approval directly on the form.

6. The SPA will return the stamped Procurement Requisition Form to the Finance and Admin Manager who will forward the form on to designated ARF Procurement email gwarf@email.gwu.edu.
 - a. When emailing the form to this address, please include the following information in the subject line:
 - i. PI name
 - ii. Protocol number
 - iii. Vendor
 - iv. Material Required Date
 - ie. Smith, A000, Charles River, January 1, 2015



b. For standing orders, please be sure to include the start and end date for the Material Required Date, followed by the statement: “(Standing Order)”.

ie. Smith, A000, Charles River, January 1 2015 to July 1 2015 (Standing Order)



- c. If multiple orders for the same protocol are to be submitted at the same time, please ensure that each Procurement Requisition Form is scanned and attached to the email **individually**.
 - d. **Animal orders must be submitted to the ARF Executive Coordinator by 12pm on Tuesday in order for the animals to be received the following Tuesday or Thursday.***
7. Once the animals have been received by the Animal Research Facility, a confirmation email will be sent to the PI within one business day.

**Please be aware that any orders for timed or untimed pregnant animals must be submitted at least 3 weeks prior to the Material Required Date.*

In order to ensure payment for animal orders in cases where a cost center has insufficient funds, the ARF will require a default organization number for your department PRIOR to any future animal orders.