**Buy@Duke Animal Order Process**

Centralization of animal ordering within the Division of Lab Animal Resources (DLAR) ensures the availability of housing space, controls the potential ingress of diseased animals, and facilitates compliance with important animal welfare regulations. Animal vendors WILL NOT accept orders from Duke unless they are placed by DLAR, and animals from other institutions must be processed through DLAR’s Import/Export area.

Below are the steps for ordering animals from an approved vendor:

1. The PI / research lab obtains an approved protocol from the Institutional Animal Care and Use Committee (IACUC).
2. The PI / research lab should contact Lindsey Morgan ([lindsey.morgan@duke.edu](mailto:lindsey.morgan@duke.edu)), Head of Facility Operations, to request animal housing space if the lab does not already have approved space.
3. The PI / research lab completes an [Animal Order Request form](https://resources.finance.duke.edu/procurement/documents/BuyAtDukeAnimalOrderProcess_rev20230528.pdf).

\*\*\* REMINDER: The first animal order on a Department of Defense fund code (31X...) must have prior

sponsor approval. \*\*\*

1. The ordering department will create a cart in Buy@Duke and attach the completed “Animal Order Request” form to the ordering cart and submit their cart for processing.
2. Workflow will electronically route the cart to DLAR for approval.
3. DLAR will review the cart. If DLAR has questions about the request they will route the cart back to the originating lab for more information. Once DLAR approves the cart, the Buy@Duke workflow will electronically route the cart to Procurement for processing.
4. Procurement will review the order for DLAR approval and issue a PO number for the order.

The deadline for submission of an approved purchase order (please note that an approved shopping cart is not considered an approved purchase order) is 5 pm Monday for delivery in the following week.  The vendor will bill the fund code that is assigned to the cart/purchase order and send the invoice directly to Accounts Payable for payment.

1. DLAR places the order with the vendor.
2. The PI / research lab will receive an email when the animals are received.  DLAR recommends that the animals be given some time for psychological and nutritional stabilization before their use, the length of which depends on the type and duration of animal transportation to our facilities.

Note: All forms are found on the Division of Lab Animal Resources website at <https://myresearchpath.duke.edu/topics/conduct-research-animals>.

For questions regarding animal orders, please contact 684-5212 or email [dlar\_animalordering@duke.edu](mailto:dlar_animalordering@duke.edu)

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