

# REQUEST TO RECEIVE ANIMALS CHECKLIST

\_\_\_\_ USF TECHNOLOGY TRANSFER OFFICE  
\_\_\_\_ MOFFITT  
\_\_\_\_ MTA COMPLETED \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
\_\_\_\_ CONFIRM IF AN ON-STUDY COLLABORATION  
\_\_\_\_ CHECK IF MOU IS APPROVED ~~INFRM APPROVED VET PRCTUOR CLS (COM) #J -0.00 i~~

- \_\_\_\_ **MOUSE COLONY REQUIRED FOR BREEDING**
- \_\_\_\_ **CONFIRM SPECIES IS APPROVED**
- \_\_\_\_ **CONFIRM REQ TO RECEIVE FORM COMPLETED**
- \_\_\_\_ **ACCOUNT INFORMATION COMPLETE**
  
- \_\_\_\_ **VET CONTACT INFORMATION**
- \_\_\_\_ **SHIPPING COORDINATOR CONTACT INFORMATION**
  
- \_\_\_\_ **SEND EMAIL**
- \_\_\_\_ **REQUEST HEALTH REPORT**
- \_\_\_\_ **REQUEST TO RECEIVE ANIMALS**
  
- \_\_\_\_ **HEALTH REPORT RECEIVED**
  
- \_\_\_\_ **SEND APPROVAL, GENERAL USF SHIPPING GUIDELINES & SHIP TO ADDRESS**
  
- \_\_\_\_ **DETERMINE SENDING INSTITUTION SHIPPING COSTS**
- \_\_\_\_ **DETERMINE METHOD OF PAYMENT**
- \_\_\_\_ **VISA** \_\_\_\_ **PO** \_\_\_\_ **CHECK**
- \_\_\_\_ **REQUEST INVOICE**
- \_\_\_\_ **REQUEST PAYMENT (PO, CHECK)**
  
- \_\_\_\_ **COORDINATE SHIPPING ARRANGMENTS**
  
- \_\_\_\_ **GENERATE QUARANTINE SHEET**
  
- \_\_\_\_ **GENERATE ANIMAL ARRIVAL SHEET**
  
- \_\_\_\_ **SEND PAPERWORK TO FACILITY MANAGER**
  
- \_\_\_\_ **EMAIL FROM QUARANTINE**
- \_\_\_\_ **PI NOTIFIED OF ARRIVING SHIPMENT**
- \_\_\_\_ **HEALTH STATUS ON ARRIVAL**
- \_\_\_\_ **ANIMAL #S**
- \_\_\_\_ **IF ON-STUDY, VET HAS REVIEWED**
  
- \_\_\_\_ **ADJUST ANIMAL INVENTORY**
  
- \_\_\_\_ **UPDATE SHIPPING FILE**