

Thomas Jefferson University

Laboratory Animal Shipping / Receiving Request Form

A material transport agreement is necessary for all requests. Proof must be provided prior to all shipments.

Shipping animals to another institution

TJU Principal Investigator shipping the animals _____
 Dept Name _____ Charge Code* _____
 Phone Ext. _____ Fax Number _____
 Protocol # _____ Species _____
 Ship to Institution and delivery address: _____

Institution's Contact Person's Name _____
 Contacts phone _____ E-mail _____
 Institution's Veterinarian Name _____
 Vet's Phone _____ E-mail _____ Fax # _____
 Requested Shipping Date: _____
 Where are the animals currently Housed _____

Receiving animals from another institution

TJU Principal Investigator receiving animals _____
 Dept Name _____ Charge Code* _____
 Phone Ext _____ Fax Number _____
 Protocol # _____ Species _____
 Name of Institution and address sending animals: _____

Institution's Contact Name _____
 Phone # _____ E-mail _____
 Institution's Veterinarian's Name _____
 Vet's Phone _____ E-mail _____ Fax # _____
 Where will the Animals be Housed (if known) _____

*****Please provide information for importing or exporting animals*****

Coat color	Strain	Sex	Date of Birth	Quantity

Proof of MTA submitted

Special instructions: _____

Submit Order to: Felicia Upshaw Room 1150 BLSB E-mail- Felicia.Upshaw@Jefferson.edu
 Phone ext. 3-6168 Fax: 215-923-3546 Pager# 877-656-3707

Authorized Signature _____ Date _____
 _____ (do not write below this line) _____

L.A.S Veterinarian Signature _____ Date _____

* This charge code will be used for the shipping expense and any per diem expense.