

**Colorado State University
Animal Care Program
Policy on Purchasing Animals at CSU**

Purpose: To fulfill our statutory requirements to track animals used for research, testing and teaching.

Animals purchased to be used for teaching, testing or research at Colorado State University shall comply with procedures specified below, to permit accurate tracking of animal acquisition and usage. Specific components of the procedures may change with institutional enhancements to information technology, but the policy requiring regulated purchasing shall be maintained.

As of July 1, 2008, procedures for purchasing animals shall be:

Animals used for research, testing or teaching shall typically be acquired/ordered/purchased through Laboratory Animal Resources after securing approval of the Institutional Animal Care and Use Committee. The new purchasing process shall be instituted in conjunction with the roll-out of SciQuest. All animal purchases shall be made after approval of a SciQuest requisition by the University Veterinarian and must use a designated purchasing subcode (395x or 396x).

The “per diem” rates assigned to the housing and care of animals used for research, testing or teaching shall be assigned a designated purchasing subcode (415x).

Laboratory Animal Resources (LAR) will receive orders for research animals assigned to an IACUC protocol through the GRANITE animal ordering system. LAR will use the 395x subcode for these purchases as well as the 415x subcode for per diem charges through the existing GRANITE ordering and billing program.

Animals for dual use (e.g., “production” and “research”) should be purchased using the research subcode; the production subcode should only be used for animals whose only use is production (any acquisition of animals including purchase, lease, donation or capture when used for production at university facilities, i.e. livestock purchased for food and fiber).

Animal purchases will no longer be allowed using either an ACARD, CIS Requisition or AFE mechanism in order to allow appropriate animal tracking.

Subcodes:

Animal Research Acquisition (and Animals for dual use: Research/Production)=395x

Animal Production Acquisition=396x

Per diem=415x

Last modified 6/25/2008