

How to Order Live Animals: Non-MedMart

Form Submission Deadline: Wednesdays at 2:00 PM

* No exceptions. This deadline ensures the vendor receives the order in time to deliver by the desired date.

- Call vendor to obtain a quote.

Vendor	Phone	MSM Acct. Number	Delivery Day
Jackson Laboratory	1-800-422-6423	11254	Monday
Envigo RMS	1-800-793-7287	249	Monday
Charles River Laboratories	1-800-522-7287	100451-200317-800463	Tuesday
Taconic	1-888-822-6642	1860	Monday

- Use the vendor quote to complete the Purchase Request Form (attached).
 - Make sure to include the PO number, otherwise the order may be delayed.
- Submit the completed form to CLAR@msm.edu for CLAR approval.
- Once CLAR approves the order, the CLAR administrator will call in the order (each Wednesday at 2:00 PM).
- The CLAR administrator will forward you the confirmation.
- Upon delivery, CLAR technicians will unbox the animals and send notification no later than the close of business the day of delivery.
 - When scheduling your orders, be mindful of the 3-day acclimation period in which animals cannot be manipulated.