Comparative Medicine Animal Purchasing Work Flow

1. **IACUC Protocol Approval**
   - **NO animal orders** may be placed without an approved protocol.
   - Order process does not start until protocol approved by IACUC/OAW (Office of Animal Welfare).

2. **Animal order submission to AOps**
   - AOps assigns release number. This number is used for all future tracking and communications.
   - Order Submission Deadline 11:59pm Mondays for approved vendor orders.
   - Large animal and NIA order require submission at least 2 weeks prior to requested delivery date.
   - This system checks that budgets and protocols are valid.

3. **Order sent for housing approval**
   - Husbandry Facility Supervisor assigns housing approval/room, depending on space availability.

4. **Orders sent to AP for review**
   - Once housing is approved, AP receives the order and reviews.
   - A requisition is generated via the system and prepared for transmission to the vendor.

5. **Orders sent to vendors**
   - ALL ORDERS MUST BE SUBMITTED TO THE VENDOR BY ANIMAL PURCHASING.
   - This is the last chance the groups has to make adjustments to their orders. 9am Wednesday deadline.

6. **Confirmations and Counter Offers**
   - Order Corrections due to errors are fixed at this time.
   - If unavailable, order is waitlisted, or cancelled, per vendor and group request-waitlisted notice is sent via comment in AOps system.

7. **Confirmation sent to group**
   - Groups must review that the order is correct. If anything is incorrect, order must be cancelled.
   - For large animals, Billing is notified of discrepancies by Animal Purchasing/note in Sirius.

8. **Husbandry receives animals**
   - If any discrepancies, Dead on Arrivals, etc, Husbandry notifies Animal Purchasing and the group.
   - Animal Purchasing must contact vendor for resolution (usually a credit) within 24 hours, if requested by Lab Group. Credits or replacements must be approved by Vendor.

9. **Billing**
   - Invoices are submitted to Animal Billing for processing.
   - If order has any discrepancies, Animal Billing contacts Animal Purchasing for clarification.

These steps must be completed by Animal Purchasing ONLY. No live animal orders may be sent to the Vendor by the PI/Group. All communications regarding orders must go through Animal Purchasing!