



TRANSFER REQUEST
To be used for animals transfers involving change in
Principal Investigator, Animal Use Protocol or Acct Number

If you are the P.I. requesting AUP transfers, you must have approval of the Attending Laboratory Animal Veterinarian and IACUC administrative approval. If you are requesting a transfer changing only animals from one account to another account, then Attending Laboratory Animal Veterinarian and IACUC administrative approval are not necessary, but all other appropriate information on this form is necessary in order to initiate this transfer request.

ALL FIELDS MUST BE COMPLETED INCLUDING ACCOUNT INFORMATION OR THIS FORM WILL BE RETURNED WITH OUT PROCESSING

TRANSFER FROM:

Animal Use Category: _____

Principal Investigator (<i>Transferor</i>)		Animal Use Protocol (AUP) Number	
Principal Investigator (to be billed)	Account Number	Account Name	Project No.
Species	Strain / Stock / Breed (SSB)	Bldg or Facility	Room No.
Total number of animals to be transferred: _____		Total boxes (if mice) to be transferred: _____	
List above all CAGE CARD Number(s) of animals or boxes (if mice) to be TRANSFERED		Date of Transfer	
Principal Investigator authorization: <i>All information above is correct and complete & I authorize the listed transfer(s).</i>			
Principal Investigator Signature (<i>Transferor</i>)		Date	

TRANSFER TO:

Animal Use Category: _____

Principal Investigator (<i>Transferee</i>)		Animal Use Protocol (AUP) Number	
Principal Investigator (to be billed)	Account Number	Account Name	Project No.
Species	Strain / Stock / Breed (SSB)	Bldg or Facility	Room No.
Total number of animals to be transferred: _____		Total boxes (if mice) to be transferred: _____	
List above all CAGE CARD Number(s) of animals or boxes (if mice) to be RECEIVED		Date of Transfer	
Principal Investigator authorization: <i>All information above is correct and complete & I authorize & accept the transfer(s).</i>			
Principal Investigator Signature (<i>Transferee</i>)		Date	

AUTHORIZATION / APPROVAL BY OFFICE MANAGER: NOTE: If you are transferring animals to a new account number and do not have authorization on file with AR you must get approval from your department Office Manager before your transfer request will be processed.
All acct info listed above for transferee is correct and they are authorized to incur charges against this account

Office Manager Signature Date

**UGA Office of Animal Care & Use – IACUC
ADMINISTRATIVE APPROVAL**

SIGNATURE DATE

**Attending Lab Animal Veterinarian – Asst AR Director
ADMINISTRATIVE APPROVAL**

SIGNATURE DATE