

Live animal suppliers are available for selection only on the OCM form. Orders for non-animal items (such as feed, bedding, etc.) from these suppliers must also be placed on the OCM form.

## 1. Select the supplier from the drop down list.

**Office of Comparative Medicine Purchase Request** ?

**UShop MARKETPLACE**

**UShop Operations**  
Financial & Business Services  
**University of Utah**  
201 S. President's Circle, Room 170  
Salt Lake City, UT 84112  
(801) 585-2255  
ushop@utah.edu

**Form Instructions** ?

- After this requisition is submitted, send the Animal Purchase Request form, with the UShop Requisition number written on the form, to the Office of Comparative Medicine to complete your request.
- The Animal Purchase Request form should be emailed to [orders@ocm.utah.edu](mailto:orders@ocm.utah.edu) or faxed to (801) 581-7005.
- For more information on completing animal-related orders refer to the [Animal Order How-To Guide](#).

**Supplier Information** ?

To make a purchase from an existing UShop supplier, select the supplier from the drop-down menu below.  
To make a purchase from a supplier not available from the drop-down menu, contact the Office of Comparative Medicine at (801) 581-6430.

**Supplier**

**Ordering Specifications** ?

**Quantity**

**Estimated Unit Price**

Estimated Shipping per Unit

Estimated Crate Charges per Unit

Commodity Code 10100000

**Additional Ordering Specifications** ?

To make a purchase from the supplier list above **for anything other than live animals (tissue, feed, bedding, etc.)**

- use the box below to define what/how much you'd like to order
- fill in the **Quantity** and **Estimated Unit Price** in the fields above
- Please note that you are responsible for communicating your order to the supplier to ensure they receive it.

Is this order for anything other than live animals (e.g. feed, tissue, etc.)?

No  
 Yes

## 2. In the text box provided, indicate the item and amount you want to buy.

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- Please note that you are responsible for communicating your order to the supplier to ensure they receive it.

Is this order for anything other than live animals (e.g. feed, tissue, etc.)?

No  
 Yes

### 3. Fill in the fields for Quantity and Estimated Unit Price.

(Note that these fields are to be completed for both animal orders and orders for non-animal items.)

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Quantity

Estimated Unit Price

Estimated Shipping per Unit

Estimated Crate Charges per Unit

Commodity Code 10100000

**Additional Ordering Specifications** ?

To make a purchase from the supplier list above **for anything other than live animals (tissue, feed, bedding, etc.)**

- use the box below to define what/how much you'd like to order
- fill in the Quantity and Estimated Unit Price in the fields above** 1
- Please note that you are responsible for communicating your order to the supplier to ensure they receive it.

Is this order for anything other than live animals (e.g. feed, tissue, etc.)?

No

Yes

### 4. Click Yes if you are placing an order for non-animal items.

(Note that if you click **No**, your order will stop in OCM for approval. If you click **Yes**, the PO will be created without a stop in OCM, so you may send it directly to the supplier.)

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Supplier

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Quantity

Estimated Unit Price

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- use the box below to define what/how much you'd like to order
- fill in the **Quantity** and **Estimated Unit Price** in the fields above
- Please note that you are responsible for communicating your order to the supplier to ensure they receive it.


Is this order for anything other than live animals (e.g. feed, tissue, etc.)?

No

Yes

5. Contact the supplier to place your order for non-animal items by calling them or sending the PO directly to them.

(Note that animal orders will be sent to the suppliers by OCM.)

Office of Comparative Medicine Purchase Request					
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