

TechBuy Guidelines for Entering Requisitions for Animals & Animal Products

The following guidelines are intended to provide assistance for individuals entering requisitions for animals and animal products. The Procurement Department has made every effort to ensure that the guidelines are in compliance with state and federal regulations and university operating policies. However, in the event of conflict between these guidelines and regulations and operating policies, the governmental regulations and operating policies shall prevail.

Live Animals:

1. All requisitions for live animals should be entered on the "TTU Animal Form." These forms will be automatically routed to Karin Fritz, Brittany Backus or Amy Hoover in Animal Care Services. (Please expect additional processing time for the requisition.)
2. The **Product Description** should include a brief statement of what is being purchased. The first 30 characters of this field will transmit to the vendor on the check remittance. In the **Additional Information** field, provide a statement of what you purchasing, the reason for the purchase, and list specific details that are essential for processing the requisition (exactly what you are purchasing).

For example:

Estimated purchase of 6 steers weighing approximately 8400 lbs. Steers will be selected at time of pick up.
Approximate pick up date Monday, mm/dd/yy.

The description will be reviewed by Animal Care Services and your requisition will be returned if the description does not contain adequate details.

3. In the "**Internal Notes and Attachments**" section, list the approved IACUC number in the **Animal Care Approval Number box**.

| Order Information | |
|---|----------|
| Payments for animals must be made within 48 hours of the sale. | |
| Transaction Date | 2/4/2014 |
| Animal Care Approval Number | 13066-08 |
| Quantity | 80 |
| Unit Price | 5.75 |

4. For livestock, the USDA requires prompt payment by the close of business on the day after transfer of possession. For details, check [USDA Prompt Payment for Livestock Purchases](#) (There is an exception for live poultry, which must be paid for by the close of business the 15th day following the week in which the poultry is slaughtered.) Note: The institution and vendor may agree to payment terms different than those required by the Packers & Stockyard Act, but the agreement must be made in writing prior to the purchase and the agreement must be disclosed in the accounts or documents relating to the sale. The vendor will lose his/her rights in the statutory trust, and the institution must notify the vendor that his/her rights are lost and obtain a written acknowledgement from the institution waiving those rights.

NOTE: Each live animal purchase must be marked as "Urgent" priority, so that the requisition and payment will be processed immediately. Provide the approximate pick up date for the animals!

| Summary | | Shipping | Billing | Line and Header |
|------------------------|------------------------------------|----------|---------|-----------------|
| Hide header | | | | |
| General | | | | |
| Status | ✓ Completed (2/13/2014 9:11 AM) | | | |
| Submitted | 2/12/2014 2:08 PM | | | |
| Cart Name | Quail Ranch Dunham | | | |
| Description | no value | | | |
| Priority | Urgent | | | |
| Prepared by | Karinne Truelock | | | |
| Principal Investigator | Kendall | | | |

Animal Parts, Products or Carcasses:

1. Requisitions for animal carcasses or animal parts/products should be entered on the appropriate form. Note: TTU bidding rules apply, so use either the Non-Catalog Form (up to \$15,000), the Informal Bid Form (between \$15,000 and \$40,000), [Solicitation Request](#) Form (above \$40,000), or Justification of Proprietary Purchase Form, depending on the estimated cost.
2. The **Product Description** should include a brief statement of what you are doing and why (research, resale, etc.). In the **Additional Information** field, list specific details that are essential for processing the requisition (exactly what you are purchasing). For example:

Will be buying sides and strip loins from cattle that are used in the ### research program. Cattle must be harvested from separate lots in order to further research. Cattle will be separated by lots of defects, feed & nutrition, weight, sex, grade. Minimum weight requirements are approximately 700 to 900 lbs. live weight. Will buy 32 sides on mm/dd/yy and 28 sides on mm/dd/yy as well as strips from opposite sides. These will be shipped to ###, Texas Tech meat laboratory on mm/dd/yy. There will be a total of 60 sides and 10 boxes of strip loins. 2% ESTIMATED WEIGHT PRIME. BID \$1.4143 PER POUND.

- *Indicate in the description if you are purchasing preserved animals or animal parts. Animal parts, eyes, kidney cells are considered reagent material.*

FUNDING NOTES:

- *No animals or animal products may be purchased on state funds (FOPs beginning with 11, 12, 13 or 14).*
- *If you are using sponsored program (SPAR) funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.*
- *If purchasing carcasses, in addition to the detailed description, departments must submit a memo to the IACUC Office stating the following: TTU faculty, staff and students were not involved with the animals when they were alive and the animals were not harvested specifically to teach the evaluation course at TTU.*

Account Coding:

Most animals and animal products are coded 7N0060, Animals Non-Capitalized (live or dead animals, birds, fish, mammals, reptiles, insects or animal parts with a unit cost < \$5,000). If the purchase must be capitalized, use 7J0040 (live or dead animals, birds, fish, mammals, reptiles, insects or animal parts with a unit cost ≥ \$5,000 and a useful life of more than one year).