



Memo

To: All Investigators
From: Dr. Greg Lawson
Date: 5/25/17
Re: Forms and their submission

In order to standardize the location and submission of service requests, the forms listed below can be found on the OLAC website (www.olac.berkeley.edu). Effective immediately, printed versions submitted via email, campus mail or as a drop off to the OLAC office will not be accepted. This should help with post order communication and follow up.

[Animal Purchase Request](#)

[Animal Import/Export Form](#)

[Animal Facility Space Allocation Form](#) (Please download, fill and send as email attachment to [OLAC Director](#))

[Brass Key Request](#)

[Card Key Access Form - General](#)

[Card Key Access Form - Restricted](#)

[Census Sheet](#)

[Controlled Substances](#)

[Field Station Space Allocation Form](#) (Please download, fill and send as email attachment to [OLAC Admin. Manager](#))

[Fish Import/Export Form](#)

[Non-Animal Purchase Request](#)

[Pharmacy Purchase Request](#)

[Recharge Account Application](#)

[Request for Special Services](#)

[Research Services Request](#)

[Training Request](#)

[Transfer Request](#)

Thank you for your cooperation.

Dr. G Lawson