Instructions:

1. Please fill in form completely and submit to the Animal Use Training Program at [auts@uw.edu](mailto:auts@uw.edu) with the registration form(s).
2. We can only accept payments via check or money order. If you have any questions about these payment methods, please email the Animal Use Training Program at [auts@uw.edu](mailto:auts@uw.edu).
3. Animal Use Training invoices are sent via email to the requestor and any emails listed under “Send Invoice to” and are sent after personnel have attended their registered class.

Billing Information:

1. Paying with a UW Budget Number: We cannot accept budgets that begin with 61- or 62-. If you only have budgets that begin with either of these numbers, please provide a departmental budget number.
2. Paying with Personal Check: If you are UW personnel paying for a re-registration fee using a personal check or money order, the cost of the re-registration fee will be the same as non-UW personnel.
3. From an Outside Institution: Please include a Purchase Order (PO) number on the form.

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| **Requestor Information** |  | **Bill To:** |
| Request Date: Click here to enter a date. |  | Company Name: Click here to enter text. |
| Requested By: Click here to enter text. |  | Address: Click here to enter text. |
| Email Address: Click here to enter text. |  | ATTN: Click here to enter text. |
| Phone: Click here to enter text. |  | **Payment Method:**  *(Cannot accept UW budgets that begin with 61- or 62)* |
| **Send Invoice to *(if different from requestor email)*:** |  | Personal check |
| Click here to enter text. |  | UW Budget # *(if applicable)*: Click here to enter text. |
|  | Purchase Order (PO) # *(if applicable)*: Click here to enter text. |

**Service Requested:**

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| **Attendee Name** | **Class Name** | **Cost/Class** |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |

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| **Notes:** |  | **Upon receiving an invoice, please mail check to:** |
| Click here to enter text. |  | University of Washington  **Animal Use Training Program** Office of Animal Welfare Box **357160** Seattle, WA 98195-7160 |
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