

PPE EQUIPMENT & SUPPLIES ORDER FORM

DATE: _____

Department: _____

Department Contact: _____

FOAP to direct charge the purchase: _____

Per the guidance issued by HR, Individuals are expected to provide their own face coverings that meet or exceed CDC guidelines.

<u>ITEMS</u>	<u>Unit of Measure</u>	<u>QTY Needed</u>
<u>GLOVES: 100 in a box</u>		
Nitrile Size S	<u>BOX</u>	_____
Nitrile Size M	<u>BOX</u>	_____
Nitrile Size L	<u>BOX</u>	_____
Nitrile Size XL	<u>BOX</u>	_____

MASKS: Please note masks are limited to five (5) boxes of disposable masks per department for visitors and employees that may have forgotten their mask.

Surgical Masks- Disposable- 50 in a box	<u>BOX</u>	_____
---	------------	-------

HAND SANITIZER

Hand Sanitizer 30oz- COVID-19 EPA Approved	<u>EACH</u>	_____
--	-------------	-------

DISINFECTANTS

Spray- COVID-19 EPA Approved	<u>EACH</u>	_____
Wipes- COVID-19 EPA Approved-75 Count	<u>EACH</u>	_____
Bleach- Gallons	<u>EACH</u>	_____

Sneeze Guards: At the discretion of PBS, the University will allow departmental purchases of sneeze guards for areas which have a large amount of face to face interaction, such as customer service areas. Sneeze guards for individual work spaces cannot be purchased with AU funds. If requesting a sneeze guard, please list the quantity and the justification for purchasing. Sneeze guards are highly customized based on size requirements. To that end, if the request is approved, the department will have the ability to make the purchase of the sneeze guard(s) via pcard through Amazon.

SNEEZE GUARDS	<u>EACH</u>	_____
---------------	-------------	-------

Installation Needed ___ Yes ___ No

Justification for ordering