

## PPE EQUIPMENT & SUPPLIES ORDER FORM

DATE: \_\_\_\_\_

Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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>	_____
N95 Masks- 20 in a box	<u>BOX</u>	_____

HAND SANITIZER

Hand Sanitizer 10oz- COVID-19 EPA Approved	<u>EACH</u>	_____
Gel Hand Sanitizer- Gallon	<u>EACH</u>	_____

DISINFECTANTS

Spray- COVID-19 EPA Approved Aerosol 15.5oz	<u>EACH</u>	_____
Spray- COVID-19 EPA Approved Trigger 32oz	<u>EACH</u>	_____
Wipes- Purrell Hand Sanitizing- COVID-19 EPA Approved-40 Count	<u>EACH</u>	_____
Wipes- Clorox HP- COVID-19 EPA Approved- 155 Count	<u>EACH</u>	_____
Wipes- Cavi- ( <b>Please wear gloves when using</b> )- COVID-19 EPA Approved- 65 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 EACH \_\_\_\_\_

Installation Needed  Yes  No

Justification for ordering

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