

PPE Request Procedures

Request for Bulk Disposable PPE:

- 1) Create an M&O Work Request for PPE.
- 2) Complete this form and attach it to your M&O Work Request.

Requestor _____

Department _____

Supervisor, Chair or Dean _____

Purpose _____
(i.e. Class or Office use)

Delivery Location (Bldg./Room#) _____

Requested Delivery Date _____

_____ **FACE MASKS** (25/box)
(# of boxes) (non-N95)

_____ **GLOVES SMALL** (100/box)
(# of boxes)

_____ **FACE SHIELD** (single count)
(# of shields)

_____ **GLOVES MEDIUM** (100/box)
(# of boxes)

_____ **HAND SANITIZER** (single count)
(# of bottles)

_____ **GLOVES LARGE** (100/box)
(# of boxes)

_____ **SANITIZING WIPES**
(# of containers)

Request for Specialty Items:

N95 Mask:

Email request to Campus COVID Safety Officer Paul Nieman at niemanpm@piercecollege.edu

Office Space Air Purifier:

Email request to Paul Nieman at niemanpm@piercecollege.edu and be sure to:

- 1) Copy and paste the following into the subject line: Office Space Air Purifier
- 2) Include specific Building Name and Room Number for delivery