

PPE Request Form

Vice President Area:		Department:	
Designated Dept Contact Name:		Designated Dept Contact Email:	
Phone Number:		Budget Code(s):	

Central Department Delivery Location

Building Name:	Building Rm Number:
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The below items will be centrally stocked by the Property Control warehouse. Please complete below sections with quantities requested and submit completed form to procurement@odu.edu.

If additional items are needed, contract and/or SWAM vendors should be utilized. Note COVID on the PR if issuing a PO. Note COVID in the Pcard comments if processing as a Pcard transaction.

Masks (for guests/customers)	KN95 Masks (for guests/customers)
Disposable (3-ply)	

Nitrile Gloves (100/Box) - Indicate Boxes Needed			
S	M	L	XL

Plexi Shield Divider (for reception/customer service areas) Indicate number of each size needed for reception/customer service areas		
24"W x 24"H	24"W x 36"H	36"W x 36"H

Comments and/or Questions (include contact info for follow up)

Reminder: University COVID Updates can be located [here](#).

#ReignResponsibly