Submitting PPE Requests

To begin, login to E-Procurement. On the homepage there are links to two separate PPE request forms:

**PPE General Supplies:** Use this form to submit requests for General supplies such as masks, gowns or infrared thermometers.

**PPE Request for Disinfectant Wipes:** Use this form to submit request for a new disinfectant wipe dispenser and refills.

1. **Instructions**
   - **Form Name - Vendor Name** section.
   - **Questions** section.
   - **PPE Supplies** section.

No action is required on the **Form Name - Vendor Name** section. Click the Next button.

No action is required on the **Questions** section. Click the Next button.

2. **Click on the form you would like to use and follow the below steps:**

   1. Read carefully through the Instructions section.
   2. **PLEASE NOTE:** Separate requests are required for each delivery location. Only one request can be entered per delivery location.
   3. Click the Next button to move through each section of the form.

3. **INSTRUCTIONS** for requesting PPE Product centrally purchased and provided by the University

   1. Use this form to request disposable face coverings, face shields, nitrile gloves, gowns (one size fits all) and infrared thermometers. There is no cost to your department/division.
   2. Separate requests are required for alternate delivery locations. (one delivery location per request form)
   3. Complete each section of this form. Unit of Measures are noted for each item to assist when entering quantities. Place a request for your immediate need.
   4. Please allow 36 - 48 hours for delivery.
   5. Complete each section of the form by clicking the next button.

4. **INSTRUCTIONS** for requesting PPE Product centrally purchased and provided by the University

   1. Use this form to request disposable face coverings, face shields, nitrile gloves, gowns (one size fits all) and infrared thermometers. There is no cost to your department/division.
   2. Separate requests are required for alternate delivery locations. (one delivery location per request form)
   3. Complete each section of this form. Unit of Measures are noted for each item to assist when entering quantities. Place a request for your immediate need.
   4. Please allow 36 - 48 hours for delivery.
   5. Complete each section of the form by clicking the next button.
5. Respond to all questions in the “Questions-Requestor Information” section. The form will not allow you to proceed without all responses provided. Then click on the Next button.

6. Select the quantities of each item you would like to order in the “Questions-PPE Supplies” section. Then click on the Next button.

7. Please only check off the Urgent box if you need this request earlier than the normal 36-48 hour delivery window.

On the “Review and Submit” section click on the Submit button to complete your Request.

***PLEASE NOTE: Both forms follow the same process. PPE General Supplies request are sent to Security and Mail Services for fulfillment. PPE Request for Disinfectant Wipes requests are sent to Facilities for fulfillment.***