



Personal Protective Equipment (PPE) Request
Email completed forms to purchasing@wtamu.edu

Date: _____

Department: _____

Event (if applicable): _____

PPE Request:

Limit

___ 3-ply disposable masks (each)

50 masks

___ Sanitizer bottle

1 bottle

___ Virex (spray bottle)

1 bottle

___ Gloves Large (pair)

5 pair

___ Gloves X Large (Pair)

5 pair

___ PPE welcome kit

One per employee (please list employees)

Includes one mask, one pair gloves and one personal hand sanitizer

___ Disinfectant wipes (canister/pack)

3 canisters/packs

Please note that departments who have not requested PPE and been given PPE will be given preference to those who have already received. Preference will also be given to University sanctioned events, e.g., move-in day.

We are able to refill sanitizer and virex bottles to please *do not dispose* of them. Please return bottles after the event or call Randy Brown x2155 to pick them up.

If you are in need of a Plexiglass partition, please email Stan Pena at spena@wtamu.edu.

Any questions should be directed to COVID19@wtamu.edu.

Thank you!

Administrative Use Only

Filled: _____

Delivered: _____