



**WILLIAM  
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PURCHASING OFFICE

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Date August 20, 2020

To: Deans and Department Heads

From: Steve Sondey – Director of Purchasing

Subject: Update on Supplies for Reopening

All orders received have been approved and are in the process of being filled and delivered. The ordering process has been adjusted to reflect recent changes and to provide enhanced recommendations for placing orders. Please read the following closely and see the attached revised order form.

- Order Amounts - Do not stockpile inventory. The central inventory supply must support the entire campus. The recommendation is to order in one week intervals.
- Approvals - Deans and Department Heads are asked to scrutinize the order items and quantities to support short term needs. Departments must make sure the materials are well secured and usage is closely regulated.
- Allocation - Eighteen ounce hand sanitizer, wipes, disinfecting spray and paper towels in the central inventory must be shared by employees within each department, in common areas, and in high traffic locations. The intention was not to give each employee a personal supply.
  - Departments are encouraged to set up a station with sanitizer, wipes and disinfectant for use by the employees.
- Classrooms - Disinfecting supplies will be placed in classrooms so there is no need to include classrooms in a request.



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- **Employee Masks** - Employees returning to campus will receive a packet comprised of one 1 oz. Purell hand sanitizer, two washable cloth masks, and one disposable mask. Do not include masks for employees on the order form.
  - **Employee Count** - Deans and Vice Presidents of non-academic divisions are asked to send an e-mail to Jim Shelly, [shelleyj@wpunj.edu](mailto:shelleyj@wpunj.edu), with a count of the number of employees in their respective operations and a location drop off so that the appropriate number of packs can be distributed.
- **Student Masks** - All resident students will be provided a cloth mask at check in. Masks for commuter students will be available at different locations around campus. There is no need to include masks for students on the order form.
- **Contingency Order of Masks** - A small quantity of cloth and disposable masks may be ordered to keep on hand as a back-up.
- **Existing Orders** – Some quantities on orders being processed have been adjusted to reflect the aforementioned comments regarding classrooms and masks and to coincide with existing supply inventory levels.

Thank you for your support and cooperation.

# WPUNJ Reopening Supplies Request Form

As part of the reopening plan the University will have available for distribution personal protection and sanitizing supplies from a centralized on campus inventory. Requests must be submitted by the Dean or Department Head. Requests will be filled in a quick turn-around. The recommendation is to order in one week increments. Deans and Department Heads are asked to scrutinize the order items and quantities to prevent stockpiling of inventory. Departments must make sure the materials are well secured and usage is closely regulated.

**Departments that normally purchase and inventory these items for lab instruction or other support activities should continue to do so as in the past and charge existing budget(s).**

**All other Departments may complete this form and e-mail to [suppliesrequest@wpunj.edu](mailto:suppliesrequest@wpunj.edu).**

<b>Department Name:</b>	<b>Building and Room:</b>
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<u>Item No.</u>	<u>Item</u>	<u>Quantity</u>
1	Disinfecting Wipes* (80 wipes per pack)	
2	28 oz. Disinfecting Spray* (each)	
3	Paper Towel* (roll)	
4	18.5 oz. Hand Sanitizer* (each)	
5	One Gallon Hand Sanitizer Refill* (each)	
6	Cloth Masks** (each) (For contingency inventory only)	
7	Disposable Masks (each)	
8	Rubber Gloves (S, M, L) (box of 100)	

\*Do not order for placement in classrooms. \*\*Order only as a back-up supply and not for primary distribution to employees and students.

<b>Requestor Name and Date:</b>
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<b>Approval by Dean or Department Head: Name and Date:</b>
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<b>Approval by Purchasing: Name and Date:</b>
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