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August 13, 2020

To: Deans and Department Heads

From: Steve Sondey – Director of Purchasing

Subject: Supplies for Reopening

As part of the reopening plan the University will have available for distribution personal protection and sanitizing supplies from a centralized on campus inventory. This includes items such as hand sanitizer, disinfecting wipes, disinfecting spray and paper towels, washable cloth masks, disposable masks, and rubber gloves. Departments will not be charged for these internal orders. Requests must be submitted by the Dean or Department Head using the attached order form. Requests will be filled in a quick turn-around. The recommendation is to order in one week increments.

There continues to be high national demand for these products, which have affected cost and availability. In order to ensure these are sensibly used in offices and classrooms, Deans and Department Heads are asked to scrutinize the ordered items and quantities to prevent stockpiling of inventory. Departments must make sure the materials are well secured and usage is closely regulated.

Certain departments with specialized requirements have been pre-authorized to purchase directly from preferred vendors. The Department Heads from these areas have been notified separately.

Thank you for your cooperation and support.

# 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)	
7	Disposable Masks (each)	
8	Rubber Gloves (S, M, L) (each)	

<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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