Submitting PPE Requests

To begin, login to E-Procurement

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

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

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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 fulfilment. PPE Request for Disinfectant Wipes requests are sent to Facilities for fulfillment.