

## COVID Supplies

The following guidelines are given to employees and departments for supplies related to COVID 19.

1. Approved supplies **must** be purchased through Facilities Management (FM). FM will be assisting the campus community in the purchasing of appropriate PPE and cleaning supplies. Guidance to assist you in determining necessary PPE for your department can be found on the University's COVID19 webpage. Questions regarding COVID 19 requirements should be directed to Jeremy Gray, Emergency Manager, at 651-2547.
2. Supplies provided by the University will include items listed on the COVID 19 [online order form](#). Department supervisors should use this form identify and request needed supplies for their department. FM is working with many different vendors to obtain the necessary items. Quantities and availability will determine when items requested can be supplied. FM will fill completed orders and notify departments when orders are available. Supplies can be picked up at Central Receiving along with scheduled mail pick-ups.
3. All supplies requested, in accordance with departmental EOC plan or needed for fall class reopening plans, and not listed on the form, should first be referred to Facilities Management at [facilities@semo.edu](mailto:facilities@semo.edu). As EOC finalizes fall reopening plans, additional items may be added to the COVID 19 online order form that will be provided by the University.
4. Any purchase of supplies outside of those provided through FM or those purchases denied based on approved plans will require both financial manager and Executive Level prior approval. These supplies will be charged to the departmental index.

Questions concerning supply orders should be directed to Angie Mitchell [amitchell@semo.edu](mailto:amitchell@semo.edu) or 651-2657.