



PPE Request Form

All PPE Request are due by noon on Thursday to lepp@miamicountyks.org
 PPE Request will be processed and pick-up confirmation will be sent to the requestor

Department Title	Mask				Sanitizer				Multipurpose Disinfectant Wipes						Disinfectant Multipurpose Spray				Disposable Pens		Gloves						
	Cloth Mask	KN95 Mask	3-Ply Disposable Mask (50 per box)	Face Shields	*** 1 oz	*** 2 oz	*** 8 oz	*** 16 oz	** 1 Gallon Refills (Satellite & Building Grounds Use)	Lysol Spray	Antibacterial Hand Wipes (20 per pack)	Antibacterial Hand Wipes (50 per pack)	Antibacterial Hand Wipes (270 per container)	75 Count Container of Multipurpose Disinfectant Wipes	180 Count Buckets of Multipurpose Disinfectant Wipes	Disinfectant Wipes for Electronics	*** Disinfectant Multipurpose Spray Bottle (32 oz)	** Disinfectant Multipurpose Refill Bottles (Satellite & Building/ Grounds Use)	All Purpose Disinfectant Aerosol Spray	Paper Towels	No-Contact Digital Thermometer (Limit 1 per department)	Blue Pens (Qty 60 per box)	Black Pens (Qty 60 per box)	S	L	XL	
Quantity Requested																											
TOTAL																											
For Administration Use																											
Backordered Items/Qty																											
Items Fulfilled																											

* Items currently not in stock but as soon as they become available, administration will try to fulfill all request.
 ** Refill containers are designated for maintenance and satellite offices.
 *** Empty bottles may be refilled in Administration or by Building Grounds in the Administration Building

For Administration Use	
Order Received by	_____ Date: _____
Items Fulfilled by	_____ Date: _____
Pick Up Arrangements Email to:	_____ Date: _____
Order picked up by	_____
Signature of Receiver	_____ Date: _____

NOTES:	
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PPE Supplies are for in-office use only and should not be taken home for those who are working from home or personnel use.