



# PPE Request Form

All PPE Request are due to lepp@miamicountyks.org by e-mail labeled PPE REQUEST  
 PPE Request will be processed and a pick-up confirmation will be sent to the requestor

Mask			Sanitizer				Disinfectant / Sanitizing Spray	Multisurface Disinfectant Wipes			Disinfectant Multisurface Spray		Gloves			
Cloth Mask	KN95 Mask	3-Ply Disposable Mask (50 per box)	*** 1 oz	*** 2 oz	*** 8 oz	*** 16 oz		Antibacterial Hand Wipes (50 per pack)	75 Count Container of Multisurface Disinfectant Wipes	180 Count Buckets of Multisurface Disinfectant Wipes	*** Disinfectant Multisurface Spray Bottle (32 oz)	Disinfectant Multisurface Refill Bottles	S	M	L	XL
<b>Department Title</b>																
Quantity Requested																
<b>TOTAL</b>																
<b>For Administration Use</b>																
Backordered Items/Qty																
<b>Items Fulfilled</b>																

\*\*\* Empty bottles may be refilled in Administration or by Building Grounds in the Administration Building

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

Date: _____
Date: _____
Date: _____
Date: _____

**Miami County Administration**  
**Procurement Department**  
**201 S Pearl, Suite 200**  
**Paola, KS 66071**

**Procurement Agent: Laura Epp**  
**lepp@miamicountyks.org**  
**(913)285-6418**

Signature of Receiver:

NOTES:

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

This form is for Miami County departments only and for Miami County official business.

All individual or private businesses need to contact Emergency Management, Mark Whelan with the Miami County Sheriffs Office for PPE request for the public.