

PPE Request Form Directions

Personal Protective Equipment (PPE) will only be distributed to NAU employees and other Northern Arizona entities, as appropriate, who are providing services to respond to COVID-19. Request Protocol is subject to change as new issues arise:

- 1 - NAU employees will submit requests through this online PPE form
- 2 - Requests will be reviewed and prioritized by the Task Force, and PPE will be disseminated to departments.
- 3 - We will fulfill NAU requests (for NAU departments) first.
- 4 - Any PPE that NAU does not need may be made available to outside entities through the County EOC process. The task force will also vet this leftover inventory.

RESOURCE REQUEST MESSAGE (NAU Internal Request)

Incident Name:		Date:	
Requestor	Order		
	Qty.	Detailed Item Description: (Please be specific: brand, specs, size, latex or non-latex, etc.)	
			Staff Use Only: Please specify quantity dispensed here
Suitable substitutes or other specific information? _____			
When would you like to pick up your order? _____			
Requested by Name/Position:		Priority: <input type="checkbox"/> Urgent	Has your department completed a Hazard Assessment with NAU EH&S? (required)
Email: _____		<input type="checkbox"/> Routine	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____		<input type="checkbox"/> Low	
Approval Signatures:			
CHS Rep: _____		Date: _____	
PPE Task Force Rep: _____		Date: _____	

Please send completed form to: Robbin.Boadway@nau.edu