



Vice President Area:		Department:	
Designated Dept Contact Name:			
Phone Number:		Budget Code(s):	



The below items will be centrally stocked by the Property Control warehouse. Please complete below sections with quantities requested and submit completed form to [procurement@odu.edu](mailto:procurement@odu.edu).



Masks (for guests/customers)	KN95 Masks (for guests/customers)
Disposable (3-ply)	

Nitrile Gloves (100/Box) - Indicate Boxes Needed			
S	M	L	XL

Plexi Shield Divider (for reception/customer service areas) Indicate number of each size needed for reception/customer service areas		
24"W x 24"H	24"W x 36"H	36"W x 36"H

Comments and/or Questions (include contact info for follow up)

Reminder: University COVID Updates can be located [here](#).

**#ReignResponsibly**