



Personal Protective Equipment (PPE) Request Form

Employees can find the new [PPE request form](#) on the Administrative Forms webpage. Forward forms to COVID19@uapb.edu for approval.

Requests made by noon on Thursday will be delivered on Friday.

The fulfillment of your request is subject to product availability. We reserve the right to make substitutions as the inventory changes. Please note that university supplied only available for a limited time.

The chart below identifies which items you can request.

Item	Maximum per person	Eligible employees
Cloth Masks	2	All Employees
Disposable Mask	1 box per employee	All Employees
Googles	1 per eligible employee	Faculty, Nurses, Police Officers, Athletic Trainers, Facilities Management Staff who sanitize after a known positive case.
Face shields	5 per eligible employee	Faculty, Nurses, Police Officers, Athletic Trainers, Facilities Management Staff who sanitize after a known positive case.
Hand sanitizer	1 gallon container or equivalent	All Employees
KN95 Masks	20 per eligible employee	Nurses, Police Officers, Athletic Trainers, Facilities Management Staff who sanitize after a known positive case.
Nitrile Gloves	2 boxes per eligible employee	Nurses, Police Officers, Athletic Trainers, Facilities Management Staff who sanitize after a known positive case.
Surgical Gowns	10 gowns per eligible employee	Nurses, Police Officers, Athletic Trainers, Facilities Management Staff who sanitize after a known positive case.
Thermometers	1 per employee	All New Employees