

UITS colleagues,

The IU purchasing process for the cleaning supplies and personal protective equipment (PPE) listed below has changed. To ensure that the needs of the entire university are met, purchases of the following types of items should no longer be made by individual departments using traditional procurement methods such as BUY.IU or PCard.

- Cloth masks (available in August)
- Disinfectant wipes
- Disposable isolation gowns
- Face shields
- Safety glasses
- Gloves
- Hand sanitizer (7oz or 32 oz)
- N95 masks
- Roll towels
- Spartan Sani-Tyze
- Spray bottles
- Spray nozzles
- Surgical masks

Please follow the UITS-specific guidelines below when ordering these cleaning and PPE items:

1. Do not order the listed items via Buy.IU. Instead, visit [Purchasing's COVID-19 Resource Center](#) and select your campus. Information is provided regarding cleaning supplies and PPE ordering for your campus with a link to the proper ordering FireForm for your location. Be sure to pick the correct link for your campus.
2. This ordering system should only be utilized by groups in UITS who prior to the COVID-19 situation ordered their own supplies for the unique services they provide to the university community. Examples of these unique services are UITS groups providing on-campus, walk-up counter service, on-campus computer and technology labs, and groups managing laptop equipment utilized by other individuals. All other groups and individuals should obtain supplies via the UITS building facilities staff as you had prior to COVID-19.
3. When purchasing cleaning and safety items not listed above, please continue to use traditional IU purchasing methods: BUY.IU and PCard.
4. If prompted for an account and sub-account number, please use the following account number for all orders utilizing this new process: 2312400 COVID. This applies to UITS orders for all campuses.
5. All items ordered through the new system will be routed to the UITS fiscal officer for review and approval. Ordering should be limited to no more than every 2 weeks. Reasonable item volumes should be ordered. If large volumes of items are requested without adequate justification, additional information may be requested or the order volume provided may be reduced when filled.
6. If you have questions about this process or related to an order you have placed via this process, please contact [Cinda Haff](#) for assistance. If these questions involve orders in process, please provide the request number generated during the FireForm ordering process.

Additional IU Purchasing resources related to the PPE ordering process:

- [Join a PPE infoshare](#). Purchasing and Facilities Operations staff are hosting several webinars next week to answer questions about this change.
- [Review Frequently Asked Questions](#). These FAQs will be updated regularly to address new questions or changes as they happen.

Questions? Contact Purchasing using the [BUY.IU Support Form](#). Select "PPE Ordering" as your question type when submitting the form.

Thank you,

Cinda Haff  
OVPIT Emergency Management and Continuity Program Director