

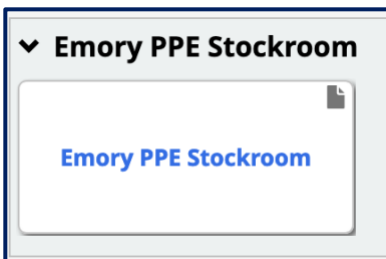
How do I Order From the Personal Protective Equipment Stockroom?

Overview

Approved Emory Express users are able to order personal protective equipment (PPE) from the Emory PPE Stockroom. The PPE Stockroom offers supplemental inventory to assist departments with sourcing high demand/hard to get items for essential employees approved to return to work locate. A list of approved users is found on the Emory PPE Stockroom form along with instructions on how to obtain approval to use the form.

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Complete Emory PPE Stockroom Form

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Emory PPE Stockroom

Form Number: 451035
Purpose: Generic Request
Status: Incomplete

Instructions

Review and Submit

Form Approvals

Instructions 1

Purpose

In an effort to mitigate the current supply chain risk of high demand/hard to get personal protection equipment (PPE), the Emory PPE Stockroom has been established as a central inventory stockroom for the University. The PPE Stockroom is intended to service as a supplemental inventory to the current stockrooms being utilized around the University. It is not intended to replace the current stockrooms.

Who can order from stockroom?

Since the PPE stockroom is for critical/hard to get items and the consumption of the inventory must be closely managed, only designated personnel across campus can purchase items from this stockroom. Below is the list of all designated personnel for each business unit.

Business Unit	Contact	Contact's Email Address
Advancement and Alumni Engagement (AAE)		
Business Ops/Service Center & Customers		
Business Ops/Service Center & Customers		
Business Ops/Service Center & Customers		
Business Ops/Service Center & Customers		
Campus Life University Services		
Campus Services		
Communications & Public Affairs		
Emory Data Analytics Systems (EDAS)		
Emory College		
Emory Continuing Education		
Emory Investment Management		
EVP Health Affairs (EVPHA)		
Finance Controllers Office		
General Counsel/Presidents Office		
Global Health Institute		
Golzueta Business School		
Laney Graduate School		
LITS, LIB, & IT		
Michael C. Carlos Museum (MCCM)		
Office of Financial Systems (OFS)		
Oxford		
Provost		
Research		
School of Law		
School of Medicine		
School of Nursing		
School of Public Health		
School of Theology		
Winship Cancer Institute		
Verkes Primate Research Center		

If you are not a designated person but would like to purchase items available the stockroom, please coordinate with your designated personnel in your business unit. If you are a designated personnel, you can directly access the stockroom by [clicking this link](#).

The Items Available in the PPE Stockroom are:

1. Review the Form Instructions.

2. If you are on the designated personnel list, click the access link. If you not on the designated personnel list, click on the contact email for your business unit or follow the instructions on the form to request access.

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Favorites

Search Add New

Expand All Collapse All

- Personal
 - My Favorites
- Shared
 - Company Forms
 - Organization Favorites
 - PPE Stockroom Items

3. Click the PPE Stockroom Items link.

PPE Stockroom Items				Folder Actions ?
<input type="checkbox"/> Display items that are no longer available				Actions for Selected Favorites ▾
1-16 of 16 Results				20 Per Page ▾
 larger image	Bouffant Hair Cover (100 / Box) from PPE STOCKROOM Part Number: 7000 Manufacturer: Generic Internal Store	0.75 USD BX 4 1 Add to Cart 5 In stock: 9,980 Edit Move Copy Delete	<input type="checkbox"/>	
 larger image	Coveralls (Non-Tyvex) (X-Large) from PPE STOCKROOM Part Number: 8000 Manufacturer: Generic Internal Store	2.60 USD EA 1 Add to Cart In stock: 4,980 Edit Move Copy Delete	<input type="checkbox"/>	
 larger image	Disinfecting Wipes (75 / Tub) from PPE STOCKROOM Part Number: 9000 Manufacturer: Clorox Internal Store	2.55 USD TB 1 Add to Cart In stock: 3,450 Edit Move Copy Delete	<input type="checkbox"/>	

4. Enter the item **Quantity**.
5. Click the **Add to Cart** button.
6. Repeat steps 4-5 until all PPE items are in your cart (not shown).
7. Complete the checkout and place the order process (not shown). For more information on the checkout process, please review the [How do I Complete the Checkout and Place Order Process?](#) job aid.

Need Additional Help?



For additional help, please contact the **Finance Support Center** in one of two ways:

Online: <https://eufinancesupportcenter.force.com/login?>

Phone: **404-727-7000** Mondays | 9:00 am – noon; Tuesday – Friday | 9:00 am – noon and 1:00 pm – 3:00 pm