

To: Montgomery College Community

From: Marvin Mills, Vice President for Facilities
Liz Greaney, Chief Business/Financial Strategy Officer
Patrick Johnson, Director of Procurement

Subject: **Purchasing Guidelines for Personal Protective Equipment (PPE)**

Date: January 25, 2021

In an effort to establish a centralized process in obtaining the appropriate type of Personal Protective Equipment (PPE) and maintain its continuity, the College has designated the Office of Facilities as the proponent for **purchasing all** PPE. The Office of Environmental, Health and Occupational Safety (EHS) will review all requests with the requestor to determine the appropriate PPE before purchasing. This new guideline will become effective Tuesday, January 26, 2021.

It is important to note that purchasing PPE **will not be charged** to a requesting unit's account. The Office of Business Services and Facilities have created a centralized account for this purchase.

The Facilities Work Order Form is located under the tab entitled: "Service Requests" and can be accessed at: <https://montgomery-isd.webtma.net/>

To request PPE, the Work Order Form should be completed and submitted to the designated campus locations as follows:

CT Building Facilities - CTFacilitiesHelpDesk@montgomerycollege.edu

Germantown Campus Facilities - GTFacilitiesHelpDesk@montgomerycollege.edu

Rockville Campus Facilities - RVFacilitiesHelpDesk@montgomerycollege.edu

Takoma Park/Silver Spring Campus Facilities – TPFacilitiesHelpDesk@montgomerycollege.edu

If you have any questions or need additional information, please contact Marvin Mills at: marvin.mills@montgomerycollege.edu.