

To: Montgomery College Community

From: Marvin Mills, Vice President for Facilities
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Subject: **Revised Purchasing Guidelines for Personal Protective Equipment (PPE)**

Date: February 11, 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 became effective Monday, January 25, 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.

To request PPE, fill out the Facilities PPE request form at <https://www.montgomerycollege.edu/facilities-service-requests> and click on the "Submit" button to send your request.

For more information about PPE, please visit the Office of Environmental, Health and Occupational Safety PPE website located at: <https://www.montgomerycollege.edu/offices/facilities/occupational-and-environmental-safety/personal-protective-equipment.html>

If you have any questions or need additional information, please contact Terrence Evelyn at: Terrence.evelyn@montgomerycollege.edu