Virtual Spotlight: PPE
(Personal Protective Equipment)
Agenda

1) Tony’s Welcome Message
2) How Procurement Services can help
3) How to order PPE
4) Questions (Please Chat Jean Hazzard)
Procurement Foundations

You are authorized to buy goods and services less than $10,000.

Do not sign any document involving contracts or agreements of any kind.

The U-M Purchasing Card (PCard) is a credit card granted to authorized users.

Transactions $10,000 and over must be competitively bid.

Email us with any purchasing questions at procurement.services@umich.edu.
Your Buying and Contract Specialists

Todd Coon
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Contract Administrator
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Procurement Services Focus

Working to minimize disruption

- P.S. is consistently working to stay ahead of the curve, and deliver the best value for your team’s PPE needs

Challenges within the Supply Chain

- Central Inventory vs Individual Needs
- Availability
# How to Order PPE

<table>
<thead>
<tr>
<th>Identify Needs</th>
<th>Examples</th>
<th>How to Order PPE</th>
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</thead>
<tbody>
<tr>
<td>Public Space</td>
<td>My classroom needs:</td>
<td>These orders are placed</td>
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<tr>
<td></td>
<td>● Hand sanitizer &amp; wipes</td>
<td>1. Speak with Department Rep</td>
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<tr>
<td></td>
<td></td>
<td>2. PPE Form</td>
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<tr>
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<td>3. QTO</td>
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<tr>
<td>Individual Use</td>
<td>I’m coming back to into the office and need:</td>
<td>Procurement Services tools</td>
</tr>
<tr>
<td></td>
<td>● Face shield and masks</td>
<td>1. Speak with Department Rep</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. PPE Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Marketsite</td>
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Call or email us with any PPE questions at procurement.services@umich.edu (734) 764-8212
# PPE Categories

Click to View All Procurement Supported PPE Categories

<table>
<thead>
<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>Face Covering</td>
<td>Gloves</td>
</tr>
<tr>
<td>Disinfectant Wipes &amp; Accessory</td>
<td>Social Distancing Shield &amp; Signage</td>
</tr>
<tr>
<td>Hand Sanitizer &amp; Accessories</td>
<td>Air Purifiers</td>
</tr>
<tr>
<td>Thermal Body Scanner</td>
<td>Protective Suits</td>
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COVID-19 Resources

1) **Procurement COVID-19 Webpage**
   
a) **PPE Purchase Form** (Approved Users Only)

2) **M-Marketsite**

3) **QTO**
Upcoming Virtual Spotlight
(Printing Services, Technology)
Questions