



New Mexico State University
 Aggie Service Center
COVID-19 Supplies Order Form

Email to
asc@nmsu.edu
 Copy College/Division
 Department Head and
 Business Manager
 (approving authorities)

Department Name: _____

Requested by: _____

Email: _____

Phone: _____

Building Name: _____ Room Number: _____

Delivery Address: _____

City/State/ZIP: _____

Business purpose: COVID-19 protective equipment and supplies.

Item/Description	Quantity Requested	Index	Estimated Cost	Account Code
Disposable Masks 3-Ply (50/Box)			\$32.50	734019
Hand Sanitizer (12/Case, 16oz)			\$97.08	734019
Safety Glasses (one-size fits all) EA			\$1.96	734019
Direction Dots - Laminated Floor Decals (8" Ea)			No Cost	734019
Barrier - 24"x24" Countertop- Desktop (Lead time: 8 days)			\$112.37	732019
Barrier - 24"x36" Countertop- Desktop panel with Side Wings (Lead time: 8 days)			\$143.43	732019
Barrier - 24"x36" 4-Way Table Divider (Lead time: 8 days)			\$144.90	732019
Barrier - 30"x30" Hanging Panel only (Lead time: 8 days)			\$92.78	732019
Barrier - 47"H x 47"W Clear Industrial Grade Accu-Shield-DP Mobile Partition Panel (Lead time: 8 days)			\$595.97	732019
Barrier - 47"H x 23"W Clear Industrial Grade Accu-Shield-DP Mobile Partition Panel (Lead time: 8 days)			\$498.20	732019
Disinfectant spray (1 Qt bottle/EA)			\$8.74	734019
Disinfectant Wipes (50/pack 70% Alc.)			\$13.97	734019
Gloves (Vinyl, 5mil, powder free 100/box Small)			\$9.90	734019
Gloves (Vinyl, 5mil, powder free 100/box Medium)			\$9.90	734019
Gloves (Vinyl, 5mil, powder free 100/box Large)			\$9.90	734019
Gloves (Vinyl, 5mil, powder free 100/box X-Large)			\$9.90	734019

Some costs may vary slightly, depending upon supplier. Procurement Services reserves the right to limit quantities based upon overall University requirements and allotments:

BY SUBMITTING THIS ORDER, THE REQUESTOR CERTIFIES THAT ALL REQUIRED DEPARTMENTAL APPROVALS FOR THIS ORDER HAVE BEEN OBTAINED.