

Procurement Guidelines for PPE & Protective Supplies

Effective immediately, all departmental requests for Personal Protective Equipment (PPE) supplies including but not limited to masks, gloves, hand sanitizer, disinfecting wipes, etc. must be requested through pperequests@auburn.edu.

Individual departmental purchases on p-card or other means will not be allowed. With the limited availability of PPE items, the centralized distribution will allow the University to help each department determine their specific needs and provide those items.

When making requests to pperequests@auburn.edu, please include the Department, contact person with email address, address where items need to be delivered, number of employees needing PPE, purpose of PPE, and departmental FOPAL to be charged. Each department will be billed for the items received through a direct charge.

Per the guidance issued from HR, Individuals are expected to provide their own face coverings that meet or exceed CDC guidelines. Some work areas may have more stringent requirements, which will be addressed by supervisors, department heads and deans.

Please note: If you purchase PPE items (masks, gloves, gowns, etc) as part of your normal operations (e.g. Vet Med, Pharmacy, AU Medical Clinic, Nursing, Facilities, etc.), please continue to procure those items through your regular sources. If you have any issues with availability of the items, please feel free to reach out to Missty Kennedy at kennem1@auburn.edu.