



Financial Affairs

Ordering Cleaning Supplies for Fall Semester 2020

In order to help ensure campus is prepared to reopen during this pandemic, the University of Wyoming has centrally ordered some cleaning supplies for campus. The below items will be distributed to units by University Operations, and will continue to be ordered centrally throughout the semester:

1. *Hand Sanitizer and Disposable Mask Stations.* Over 350 touch-free hand sanitizer and mask stations will be placed around campus. If students or employees forget their face coverings, they can go to a station for a disposable one in the interim.
2. *Hand Sanitizer for Units.* In addition to the hand sanitizer stations around campus, each unit will receive an additional hand sanitizer to place in their unit's workspace, so that one is close at hand for all employees.
3. *Disinfectant Solution and Paper Towels.* Each unit will receive spray bottle(s) and paper towels to allow employees/students to do additional cleaning at their workstations. Further, each classroom will have a spray bottle(s) and paper towels so that students can clean their area before leaving class.

Further, in advance of fall semester, all employees and students will receive a Cowboy Care Kit that will be shipped to their home address. This kit will include:

1. One cloth mask
2. One cloth face buff
3. Digital thermometer
4. Individual hand sanitizer
5. COVID-19 safety guide

Additionally, the University has centrally ordered sneeze guards and face shields. These items will be centrally managed by University Operations. If you feel your unit needs these items, please submit a [work order request](#).

If your unit has specific additional needs related to cleaning supplies for COVID-19 beyond the items listed above, please submit a request to Procurement and **Payment Services via this [form](#)**. All requests must be submitted by Wednesday, July 29th for consideration. Depending on the amount/volume of requests, there may be additional funding centrally for items to be covered. As funding is limited, each request will be reviewed. Requests will be reviewed in light of CDC and Wyoming Department of Health Guidelines. The requester will be contacted by Monday, August 3 if their request was approved and provided information on how to place the order. This form cannot be use for items that have already been purchased.

If requests are not approved or units want to place additional orders in advance of Monday, August 3, units are welcome to do so, but will need to use their department's funding. It is recommended units use what is being provided centrally/work with UW operations before purchasing their own items.

Contact Information

Financial Affairs
Room: Old Main Room 113
Phone: (307) 766-4340
Fax: (307) 766-6762
financialaffairs@uwyo.edu www.uwyo.edu/administration/financial-affairs