



OCEAN VIEW SCHOOL DISTRICT

PURCHASING DEPARTMENT

PPE SUPPLIES REQUEST FORM

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPARTMENT/ SCHOOL SITE:	
FIRST NAME:	
LAST NAME:	
PHONE:	
EMAIL ADDRESS:	

QTY	UNIT	ITEM DESCRIPTION	END USE

COMMENTS:

DEPARTMENT USE ONLY:

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED  DENIED  OTHER: \_\_\_\_\_

NOTES:

ORIGINAL PPE SUPPLIES REQUEST FORM CAN BE FOUND ON THE PURCHASING WEBPAGE ON THE OVSD DISTRICT WEBSITE AT [HTTPS://WWW.OVSD.ORG/DOMAIN/51](https://www.ovsd.org/domain/51) AS WELL AS ON THE SHARED DRIVE AT <S:\ADMINISTRATIVE SERVICES DIVISION\PURCHASING>. PLEASE EMAIL ALL COMPLETED FORMS TO [PURCHASING@OVSD.ORG](mailto:PURCHASING@OVSD.ORG) AND CC: [JJOHANCSIK@OVSD.ORG](mailto:JJOHANCSIK@OVSD.ORG) .