

Ordering Pandemic Sanitary Supplies

As staff and faculty gradually return to campus, obtaining pandemic related sanitary supplies will be vital for our collective health as specific supplies will be needed as staff and faculty adapt processes and spaces to our new circumstances. Procurement Services and Facilities Management Stores have partnered to manage an order request and distribution process for a specific shortlist of high-demand pandemic related sanitary supplies for the campus community. As a Faculty/unit 'Designated Requisitioner', please review the following guidance to purchase these supplies on behalf of your respective areas:

What do I need?

Refer to Western's posted [COVID-19 Health & Safety Guidance](#) to help determine your area's requirements of the following Pandemic Sanitary Supplies shortlist:

- Personal size, 236mL hand sanitizer* (keep empty containers to refill)
- Personal size, 473mL hand sanitizer* (keep empty containers to refill)
- Medium, 2L pump bottle hand sanitizer* (for higher traffic areas)
- Large, 4L pump bottle hand sanitizer* (for refilling personal size bottles)
- Pump, threaded for use on 4L bottles* (for refilling personal size bottles)
- Sanitizing wipes* – tubes, with disinfectant (review label before using)
- Surgical Masks, with ear loops
- Disposable Nitrile Gloves, small, medium, large & x-large sizes

Note: sizes and brands will vary based on supplies available in inventory

How do I request?

Only Designated Requisitioners can place pandemic supplies orders. A "Pandemic Supplies Order Form" is available on the home page of Western's web-based eProcurement solution, Mustang Market. When the order forms are submitted, a prompt at the purchase requisition stage will require a speed code and account number. The requisition must be approved before it proceeds to Facilities Management for review and fulfillment from FM Stores. Mustang Market will prompt shoppers to include the number of faculty and staff the order pertains to; please only request quantities of product as needed. Priority will be given to units returning to campus in early stages; central inventory levels is actively managed to support those returning in later phases.

How do I access Mustang Market?

Mustang Market can be accessed using the login button located on the [Financial Service homepage](#). The authorization form for those requiring access to Mustang Market can be found in the [Forms](#) section of the Financial Services website, under "Procurement".

How do I pay for these items?

Facilities Management will charge the speed code provided in the purchase requisition (general ledger transaction description "FM Invtry Jrnl from AvantisPro"). Pricing will be available on the form and Procurement Services will ensure pricing for sanitary supplies is comparable to the externally sourced pricing.

**Hand Sanitizer and Sanitizing Wipes will be provided by Western free of charge.*

How will these items be delivered?

Items will be delivered on campus by a Facilities Management Stores Driver to the "ship to" location specified in the purchase requisition. Please use ship to locations that deliveries can be received at between 8:30AM and 3:30PM, Monday to Friday or utilize embedded Faculty/unit stores ship to locations (ex. Dental, Chem, Engineering Stores) if open and appropriate for your respective area. Please allow 3 business days for delivery.