

COVID Supplies Request Form

Your site will receive all items listed on the classroom supplies list and your COVID supplies, before it opens. In order to request these items, please email the health manager to set up a time to pick up your supplies.

Directions for requesting supplies: Record your name, the site the items are for, the date you are completing the form, the date supplies are needed by, and the items and amounts you need; then email this form to the health manager. This form is only for sites that need additional COVID supplies (child cloth masks, child disposable masks, adult cloth masks, adult disposable masks, thermometers, staff hand sanitizer, wipes, face shields, and disposable gowns).

Directions for receiving supplies: When you pick up your supplies you will note your initials and the date at the bottom of the form. A health team member will note their initials and the date at the bottom of the form, record the amount of items the site received (if the amounts requested and received are different, provide written explanation on this form), make a copy of the form for the recipient, and submit the completed form to the health manager.

Person Requesting Supplies: _____ Site: _____

Today's date: _____ Date supplies are needed: _____

Item	Amount Requesting	Amount Received

Health Team Member Initials	Date	Recipient Initials	Date
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