



DELIVERED: Cleaning Supplies for Fall Semester 2020

Previously, Financial Affairs [communicated](#) that some cleaning supplies have been centrally ordered by UW. One of these items were cleaning kits for each department, which include spray bottles, disinfectant spray, paper towels, disposable masks, Kleenex, 16 oz bottles of hand sanitizer, and face shields (if requested).

All cleaning kits for departments have been delivered as of Tuesday, August 18.

Financial Affairs and Operations worked with your department's [Cost Center Approver](#) on the delivery location for your units supplies. A big thank you goes out to our Cost Center Approvers for their willingness to help distribute.

What about specific items beyond the cleaning kit that were requested for my unit?

Some specific items that were requested by units (such as sneeze guards) will be delivered throughout this week.

What if I need more items or I need a refill on items?

If you feel you need more items or need a refill on items in the coming weeks, please submit a request to UW Operations via the [work order request](#).

Recall from a [prior communication](#), that we have ordered lots of cleaning supplies ordered for campus if you would like additional supplies.

- **14,000 Care Kits**, which include one cloth mask, One cloth face buff, digital thermometer, individual hand sanitizer, and a COVID Safety Guide
- **4,000 spray bottles**
- **11,000 paper towel rolls**, with a recurring order of 12,000 paper towels delivered monthly

- **3,000 8 oz hand sanitizer bottles**
- **140,000 disposable masks**
- **350 hand sanitizer & mask stations**
- **1000 gallons of hand sanitizer refill**

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