**Procurement Information for COVID-19 Response**

*Updated March 18, 2020*

To best facilitate and expedite all purchases for COVID 19, it has been determined that we will be centralizing these purchases to a single ordering point. Department Buyers are no longer approved to make these purchases.

Effective immediately, all COVID related purchases including cleaning and disinfecting supplies, personal protective equipment and other items needed to respond to this event shall follow the process below:

Send an email to: [sstopher@spokanecity.org](mailto:sstopher@spokanecity.org) AND [tprince@spokanecity.org](mailto:tprince@spokanecity.org)

Subject: Supply/Resource Request for COVID-19 Response

Include:

       Detailed item description and/or task to be accomplished, and if applicable, purpose or use of the item or person.

       Quantity of item

       Date needed

       Additional personnel or support needed (like a driver or fuel for a vehicle)

       Duration needed (if applicable)

       Delivery location

       Point of contact at delivery location – name, phone, email

       Suitable substitutes (if applicable)

       Priority: Life Saving, Incident Stabilization, or Property Preservation

       Account code to be charged for the purchase