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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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PPE Resource Request
Procedure

Please submit your order following the steps below so we can process this request as quickly as possible. Please feel free to reach out to our Logistics staff at southernnvwarehouse@gmail.com with any questions you may have regarding the ordering process.

Order request process:

1. Fill out the Resource Request Form, fill sections 1 and 2 completely.
2. Send Resource Request Form to Logistics at southernnvwarehouse@gmail.com
3. In the email, explain any additional information for the Resource Request Form.
4. Logistics reaches out for clarification, and/or anyone else involved in the order.
5. Request submitted through WebEOC
6. The order is processed for approval.
7. Once approved, the order is processed by the Warehouse Team. (This could take from 24 to 72 hours to process depending on request).
8. The Warehouse Team then builds the order and will contact the point of contact listed on the request form when it is ready to be picked up.

Thank you,

State of Nevada Purchasing Division