

## **Purchasing COVID-19 related supplies and equipment 07/14/2020**

**Effective immediately**, there will be a change in purchasing routine for COVID-19 related supplies and equipment. **ALL REQUESTS** are to be routed to Karen Poverud, Administrative Assistant to VP Student Affairs and & VP Business Affairs, at the following address: [karen.poverud@mayvillestate.edu](mailto:karen.poverud@mayvillestate.edu). This change in process, moving away from departments initiating COVID -19 purchases, will allow for consolidated, more efficient purchasing, and provide more effective control of limited resources. Moving forward, **department PCard purchases or RFPs for COVID-19 supplies and equipment will not be honored.**

If you have not already completed the COVID-19 On-Campus Operations Restart Survey, please take a few moments to do so. Over 115 Mayville State employees have given valuable input and addressed needs so far, and we are working to address items accordingly.

[https://mayvillestate.qualtrics.com/jfe/form/SV\\_diqVpYoh70w1eeh](https://mayvillestate.qualtrics.com/jfe/form/SV_diqVpYoh70w1eeh)

Thank you in advance for your understanding and cooperation. If you have questions, please let us or your respective Cabinet member know.

Sincerely,

Mr. Steven P. Bensen, Interim Vice President for Business Affairs  
Dr. Tami Such, Interim Vice President for Academic Affairs  
Dr. Andrew Pflipsen, Vice President for Student Affairs and Institutional Research