COVID PPE Supplies
SchoolDude Inventory Request
Submit a PPE Supply Request

• Go to the My Allegheny home page

• On the right hand side under College Resources select “Forms”

• Under forms, under Physical Plant, click “PPE Supply Request”

• Complete the Request through SchoolDude
Sign into your Schooldude Account
You now have a new “Inventory Request” tab

Got a problem? Email us

Maintenance Request
Inventory Request
My Requests
Settings

Welcome
To submit your request complete the following form.

Step 1
Please be yourself, click here if you are not Inventory Test
First Name: Inventory
Last Name: Test
Email: tsteinfath@outlook.com
Phone: 8143322863
Pager:
Mobile Phone:

Step 2
Location: Maintenance Area
Your current location is Maintenance Area
-- Select Area --

Change Location:
Area/Room Number:

Step 3
Select Problem Type:
Maintenance Help Desk:
Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.
-- Select Craft --
Password Submittal
Your password is “password”

• You will be prompted to change your password in your initial email notification
Fill in Quantity Request, then add to cart
Click on View Cart to complete your request

- Click on “Next 20” to see additional screens
Review your Request
Click “submit as Request”

• Make sure your Location is Correct
• You do not need to fill in Area (Step 3)
Request Approval

• Request approval will be at the discretion of the Inventory Control Coordinator and Logistics Team with guidance from your AEC member when needed.
• You may be contacted for additional information.
• Request Status can be seen via the My Requests tab (see next 2 slides)
• Once approved, you will be contacted to arrange pick up from the Loomis Street parking lot.
  – Other arrangements may need to be made depending on unique situations that are likely to happen during this pandemic
Finding Your Inventory Requests

Got a problem? Email us

My Requests

Search this results for:  
1 - 10 of total 983 listed

Allegheny College
Your Inventory Requests

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>Date Requested</th>
<th>Qty Requested</th>
<th>Date Approved</th>
<th>Date Issued</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Disinfecting Wipes, 160</td>
<td>7/16/2020</td>
<td>11</td>
<td>7/17/2020</td>
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<td>Disinfecting Wipes, 160</td>
<td></td>
<td>3</td>
<td>7/17/2020</td>
<td>Tammy Steinfath</td>
</tr>
</tbody>
</table>

You just rec’d 2 canisters last week. Please call x2863 to discuss your request
Please Note

- Only Building Coordinators are being assigned as Inventory Requesters at this time.
- Building Coordinators will notify their department about these procedures.
- Requests should be made with an understanding that the availability and cost of supplies have been significantly disrupted by the COVID-19 pandemic.
- Request approval will be at the discretion of the Inventory Control Coordinator with guidance from the work of the Allegheny College Health Agency (ACHA), the Pandemic Operational Groups, and your AEC member.
- Additional information may be requested.
For more information Contact:

• Tammy Steinfath  tsteinfath@allegheny.edu
  x2863

• Kelly Boulton  kboulton@allegheny.edu