

Guidance for completion of form – ‘PPE-Stock Request Form V1’

1. Update all cells indicated with the ‘INSERT’ prompt and shaded Blue.
2. Update the ‘Request Date’ cell currently showing ‘01/01/2099’ and also shaded Blue.
3. Enter the number of packs required of each item of PPE. Please note the pack sizes of each item eg if you require 100 masks enter the ‘2’ in the ‘Quantity’ column of the row labelled ‘Mask (Pack of 50) Disposable’ (Cell B10).
4. Where there is no requirement for an item of PPE listed please leave the ‘Quantity’ as ‘0’.
5. Save the form, including your name and submission date in the file name eg ‘PPE-Stock Request JSmith 28.04.20’
6. Send completed form to wdhosupportteam@dundeecity.gov.uk