


SHOPPING CART INSTRUCTIONS

1. Login to FAMIS (<https://www.famis.wm.edu>)
2. Click on “Shopping Cart” icon 
3. Click “Create New Cart” link in upper right corner
4. The Cart Name will be your building
5. The Request ID is **271419**
6. Click OK

<u>Cart #</u> ▼	<u>Request ID</u>	<u>Description</u>
2598	271419	Facilities Bg

7. Click on “Cart #” 
8. See COVID 19 inventory below for the part number. Available to authorized users only.
9. Enter the part number in Material ID and press enter
10. Enter quantity needed
11. Click “Add”
12. For additional material repeat steps 8-11
13. When all material has been entered, click on “Check Out” in upper right corner
14. In “Delivery Instructions” box, Enter building, room number and name of person to leave the material with.
15. Click OK

COVID - 19 SUPPLY LIST

Material ID	Description	Unit of Issue
905-0196	GLOVES, MED NITRILE	Box (100 Gloves)
905-0201	GLOVES, LARGE NITRILE	Box (100 Gloves)
905-0203	GLOVES, XL NITRILE	Box (100 Gloves)
930-0043	CLOTH FACE MASKS	Each
930-0048	MEDICAL 3 PLY NON-WOVEN SURGICAL MASKS	Each
930-0065	HAND SANITIZER (1 oz)	Each
930-0076	HAND SANITIZER (16 oz)	Each
930-0077	HAND SANITIZER, FASTENALL, QUARTS	Each
930-0100	SANITIZING WIPES	Tub
930-0105	FANTASTIK, MULTISURFACE DISINFECTANT	Each
930-0110	PAPER TOWELS, (250/BUNDLE)	Each
930-0200	FACE SHIELDS	Each
930-0205	GLOVES, MEDIUM CURAD NITRILE (200/BOX)	Box (200 Gloves)
930-0210	GLOVES, MEDIUM HALYARD NITRILE (250/BOX)	Box (250 Gloves)
930-0215	GLOVES, MEDIUM VINYL	Box (100 Gloves)
930-0220	GLOVES, LARGE VINYL	Box (100 Gloves)
930-0225	GLOVES, XL VINYL	Box (100 Gloves)
930-0230	GLOVES, SMALL NITRILE	Each
930-0300	RETURN TO SCHOOL KITS (2 MASKS, HAND SANITIZER, WIPES	Each

ALL ORDERS ARE SUBJECT TO APPROVAL BY EH&S
RETURN TO SCHOOL KITS AVAILABLE ONLY TO APPROVED REQUESTORS
ASSIGNED BY KEITH POTTS

Revised 10/14/20 @ 8:28 am