



**THE UNIVERSITY OF OKLAHOMA
DEPARTMENT OF CAMPUS SAFETY
OFFICE OF THE FIRE MARSHAL**

Mask Request Form

This form must be submitted to request N95, surgical, or cloth masks. Once you have submitted a request for masks, based on your campus location, Department of Campus Safety (DCS) staff will send a follow-up email regarding any questions or delivery/pick-up information. Please be prepared to identify the individual who will be picking up or receiving any approved supply. This individual may be required to show ID to DCS staff for verification.

1. Email Address

2. First and Last Name of Submitter

3. Phone Number of Submitter (with area code)

4. Department/College

5. Location of Delivery

6. Quantity of surgical masks needed for one work week. (Masks can be used up to 5 days or until soiled. Please keep in mind as you enter amount needed.)

7. Masks may be used by:

8. First and Last Name of Pick-up/Deliver-to person

9. Email of pick-up/deliver-to person

10. Date needed

Request Approved/Denied (reason for denial):

Signature

Please submit your completed form to jdaniels@ou.edu.