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**NAVAJO TECHNICAL UNIVERSITY**

ESTABLISHED 1979

**MEMORANDUM**

TO: Faculty & Staff

FROM: DocuSigned by:  
*Brooklyn Cooke*  
 Brooklyn Cooke, Administrative Assistant

THRU: DocuSigned by:  
*Robert Chase*  
 Robert Chase, Director of Support Services

DATE: 7/8/2021

SUBJECT: PPE & Cleaning Supplies Schedule for Month of July 2021 & Aug. 2021

To ensure and maximize a safe and healthy environment, NTU has established a schedule for the Months of July 2021 & August 2021 to request for Personal Protective Equipment (PPE) and Cleaning Supplies. The PPE & Cleaning Supplies are available to Staff and Faculty while on campus.

Dates of PPE Pickup	Hours of Operation
Friday, July 9, 2021	8:30AM - 11:50AM 1:00PM - 4:30PM
Monday, July 12, 2021	8:30AM - 11:50AM 1:00PM - 4:30PM
Tuesday, July 13, 2021	8:30AM - 11:50AM 1:00PM - 4:30PM
Monday, August 9, 2021	8:30AM - 11:50AM 1:00PM - 4:30PM
Tuesday, August 10, 2021	8:30AM - 11:50AM 1:00PM - 4:30PM
Wednesday, August 11, 2021	8:30AM - 11:50AM 1:00PM - 4:30PM

To place a request for PPE & Cleaning Supplies you may email me at [bcooke@navajotech.edu](mailto:bcooke@navajotech.edu). If you have any questions I am also available through email or by phone (505) 387-7408.

Thank you.