

**From:** Ask P-Card  
**Sent:** Friday, June 26, 2020 4:33 PM  
**Subject:** Did You Know: Delivery Services and EH&S-PPE Items

❖ *To Cardholders and Transaction Approvers –*

## *Did you know:*

- With more faculty/staff returning to the campus we would like to share some important information regarding receiving and delivery of shipments.
  - All orders should continue to be delivered to the **NLV or WC Receiving areas Only**.
  - The Henderson Campus does not have a Receiving area at this time. Please do not use the Henderson address of 700 College Drive for orders. This includes orders from Office Depot and Amazon as drivers will not have access to the buildings.
  - The NLV campus address at 3200 E Cheyenne Ave should be used for all orders intended for the Henderson and ALC campuses. The Delivery Services staff is able to deliver items for Henderson and sites the next business day or upon an arranged time with the end user.
  - Failure to follow this procedure could result in items being returned to the supplier or lost.
  - Please contact Delivery Services at the NLV Campus at 702-651-4239 or email [jennifer.daughtery@csn.edu](mailto:jennifer.daughtery@csn.edu) for inquiries on receiving and delivery of shipments.
  
- Environmental Health & Safety (EH&S) has asked that departments hold off on purchasing hand sanitizer, wipes, and masks for EH&S will be providing these items for the departments. **These purchases will no longer be allowed on the P-Card.** Normal PPE or cleaning items (i.e. biology purchasing gloves for labs or automotive purchasing a special degreaser cleaner), can continue to be purchased on the P-Card. **Stay Tuned for more information from EH&S on requesting PPE items.** <https://www.csn.edu/environmental-health-safety>.