

College of Southern Nevada

First Aid Kits & Replacement Supplies Ordering Form & Directions

Please regularly inspect the first aid kits in your areas and replace depleted or expired material using the following procedure.

NOTE: Oral medications of any kind may not be ordered and placed in first aid kits.

Send completed order form to:

Jean M. Wolff, Infection Control Manager W3K
CSN
6375 W. Charleston Blvd
Las Vegas, NV 89146
Phone: 702-651-5595
Fax: 702-651-7490

Procedure:

- Go to www.zeemedical.com
- Locate items and item numbers on the website.
- Contact LOCAL Zee Medical branch for local prices. Prices are higher in online catalog.
- Complete the CSN order form attached.
- **Send or fax order form to Infection Control Manager**
 - **Infection Control Manager is the only individual authorized to place order directly with Zee Medical**
- Materials will be sent directly to programs.
- Cost of materials will be covered by EH&S, not program budgets.
- Notify the Infection Control Manager when order has been delivered and checked for completeness.
- Forward any paperwork accompanying the order to the Infection Control Manager.

LOCAL Vendor: Zee Medical Service Company
384-3507

College of Southern Nevada

First Aid Supplies Order Form

Ordering Personnel

Send completed form to: Jean M. Wolff, Infection Control Manager
 Phone: 702-651-5595
 Sort Code: W3K
 Fax: 702-651-7490

Search items: www.zeemedical.com
 Get local prices: Zee Medical Service Co (Las Vegas branch)
 702-384-3507

Person submitting this order:

Name (Print or type) _____ Phone _____ Date _____

Zee Medical will Ship or Deliver To:

College of Southern Nevada

Street Address _____ City, State, Zip _____

Building _____ Room _____

Department _____ Contact phone number _____

<i>Quantity</i>	<i>Item #</i>	<i>Description</i>	<i>Cost per unit</i>	<i>Total for item</i>
TOTAL PURCHASE			\$	

DO NOT WRITE IN THIS BOX

ZEE Medical:
 The above charges will be paid from invoice via Purchase Order # _____
Send all invoices to: College of Southern Nevada Jean Wolff W3K 6375 W. Charleston Blvd. Las Vegas, NV 89146