

Information Required to Order Non-Stock Items

ICM Special Orders: Ordering items not listed on the ICM PPE Stock list.

When an item is required, but not listed on the ICM PPE Stock list, field staff may contact ICM personnel directly by calling (517) 284-2908, or email almanzad@michigan.gov to inquire about the possibility of obtaining these supplies. Due to ICM personnel constraints, ICM requests that whenever possible, field staff research requested items and provide information including vendor, manufacturer and catalog numbers. Field staff shall follow up these requests with an email to their supervisor seeking their approval, and carbon copying ICM once approved.

An ICM requisition form ICM2006F001 shall accompany all ICM requests.