

SHREDDING – BULK SERVICE REQUEST

Complete this form if large volume shredding services are needed. Shredding must be prepared in advance of submitting this form. All papers should be free of foreign matter such as binders, binder clips, paperclips, etc. (Staples are acceptable to leave in the document.) A minimum of 40 cubic feet is required to qualify for bulk shredding. Bulk shredding is billed at \$0.14 per pound. The shredding vendor will invoice the department directly. Invoice must be paid with a Purchasing Card. A destruction certificate can be provided upon request. Complete and submit this form to msu.surplus@murraystate.edu.

Requesting Department Information:

Today's Date:		Department Name:	
Department Contact Name:		Billing Address:	
Contact Email Address:		Contact Phone Number:	

Description:

Quantity (in cubic feet)	Location (Must include Bldg., Floor, Room #)

Records Destruction Certificate Required

Please attach a Records Destruction Certificate for all items set for destruction and submit with this form. Additional information can be found at University Libraries webpage:
<https://libguides.murraystate.edu/c.php?g=54919&p=352988>

Comments or additional information:
