

UNIVERSITY OF RHODE ISLAND
PROPERTY & SUPPORT SERVICES

WORK ORDER FOR SHREDDING

Phone: **874-5468** or **874-2578** • Email: central_receiving@etal.uri.edu

Requested By: _____

Date: _____

Department: _____

Bldg. & Rm.: _____

Phone: _____

Fax: _____

Authorized Signature: _____

Print Name: _____

Dean/Director/Department Head

Confidential Shredding: Only documents which are confidential in nature will be accepted for shredding. All other paperwork should be recycled. Paperclips and binders must be removed. No boxes in the bins. Once delivered, the bins will stay on site for approximately 3 days. **Once filled, they should be locked at all times.** There will be a \$30 charge for lost keys or locks.

\$20/ea Small Bin – 65 gallons, holds 200 lbs. Equal to 5 boxes of paper (WB Mason sized)

\$30/ea Large Bin – 90 gallons, holds 200-300 lbs. Equal to 8 boxes of paper (WB Mason sized)

An IVPO for the total amount must be submitted with the work order. Account#5269, Vendor: URI_PROP

Please provide a brief description of the confidential materials to be shredded in the space below.

Signature upon bin delivery

Date bin delivered

Date bin picked up

Completed work orders should be signed and scanned to central_receiving@etal.uri.edu

DO NOT WRITE IN BOX – FOR PROPERTY USE ONLY

CENTRAL RECEIVING, APPROVAL SIGNATURE

IVPO