

# Confidential Shredding Billing Information Form

This form is a request for confidential paper shredding service. Please fill out one form for each budget coding. We will not do split funding. We no longer pickup archive boxes. Please place materials from boxes into shred bins. Please no hanging folders or binder clips. To request a shred pickup please submit an online Shred Request

**NOTE:** We provide shredding service every Wednesday. Requests should be submitted no later than 8:30 am on Wednesdays. Requests that come in after that, will be scheduled for the following Wednesday.

## Shred Bin Contact

1. Name \_\_\_\_\_
2. Phone Number \_\_\_\_\_
3. Email \_\_\_\_\_

## Billing Area

1. College \_\_\_\_\_
2. Department/Unit Name \_\_\_\_\_
3. Department Abbreviation \_\_\_\_\_

Building \_\_\_\_\_ Room Number \_\_\_\_\_

How many bins do you have \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* After the shred bin contact fills out upper portion of the form, please send it to your Finance Administrator \*\*\***

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## Financial Contact

1. Name \_\_\_\_\_
2. Phone Number \_\_\_\_\_
3. Email \_\_\_\_\_
4. **Charge account:** | Cost Center \_\_\_\_\_ | Fund \_\_\_\_\_  
| Function \_\_\_\_\_ | Region \_\_\_\_\_  
| Worktag (GR, PG, GF) \_\_\_\_\_

## Authorized Requesters

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* When form is complete please email to [waste.management@wsu.edu](mailto:waste.management@wsu.edu). Once we receive this completed form, we will add you to our customer database and you will be ready to submit requests online\*\***