

## **Transmittal Document for Boxes to Be Destroyed**

Instructions: Fill out this form for <u>each</u> box to be shredded. Tape this form to the FRONT of the box, do not attach to the top. Once all boxes are labeled and ready, submit a work order requesting the boxes are picked up and delivered to the Facilities Warehouse for storage until they are destroyed. When requesting the work order, indicate the total number of boxes to be picked up for shredding.

Date:		Originatin	g Site:			
Originating Dept:					of	
Contents of this I	oox:					
	— THIS	BOX IS TO	BE SHREDI	DED —		
Signature:				Date:		
Instructions: Fill out do not attach to the boxes are picked under the work of the boxes are picked under the boxes are picked un	t this form for <u>ea</u> e top. Once all t p and delivered	<u>ch</u> box to be sh boxes are labele to the Facilities	redded. Tape ed and ready, s Warehouse f	submit a work orde for storage until the	ONT of the box or requesting the y are destroyed	
Date:		Originatin	g Site:		<del></del>	
Originating Dept:				Box	of	
Contents of this I	oox:					
	— THIS	BOX IS TO	BE SHREDI	DED —		

Date:\_\_\_\_

Signature: