THE UNIVERSITY OF SCRANTON
A JESUIT UNIVERSITY

The University of Scranton
Diversified Information Technologies, Inc.
Destruction Verification Form
(SAMPLE)

Diversified Information Technologies, Inc. has been instructed by written mandate to destroy the cartons materials listed on the enclosed computer print-out. **Please verify that all contents on the print-out are correct** or, if non-inventory, are eligible for destruction.

If the data is correct, please carefully review the Request for Destruction Form, authorize it accordingly, and forward immediately to:

Diversified Information Technologies, Inc.
123 Wyoming Avenue
Scranton, PA 18503
Attn: Kate Fonzo, Order Processing

Upon completion of the Destruction Process, you will receive documentation certifying that the entire process has been completed.

If we can be of any further assistance, please call us at: (800) 458-4710 or (570) 343-2300.

PLEASE CHECK ONE:

_____ There **ARE** changes made to the enclosed print-out.
_____ There **ARE NO** changes made to the enclosed print-out.
_____ Items are non-inventory and may be destroyed.

Signature _____
Date _____

Batch: