



**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: