



The University of Scranton
Request for Destruction

issued by
Diversified Information Technologies, Inc.
123 Wyoming Avenue
Scranton, PA 18503
(SAMPLE)

By written order of Mary Smith,
representing The University of Scranton, the following material is to be destroyed upon
written signature of this document, thereby releasing Diversified Information Technologies, Inc.
from any liability. Upon receipt of this authorized document, and after the destruction process is
completed, Diversified Information Technologies, Inc. will issue a formal Certificate of
Destruction.

Documents to be destroyed:

100 cartons
120.0 cubic feet
Accounts Payable Department

Method of destruction:

>Hydro-pulping

Signature

Manager, Accounts Payable
Title

June 1, 1998
Date

When referencing, please refer this as:
Batch #96/388