

Quick Links

Purchasing Support >

TechBuy Support >

196.00 USD 📜

Showing 1 - 20 of 827 Results Compare Selected: 0

■ Page 1 
✓ of 42 
▶ ?

add favorite | compare

2 items added, view cart,

98.00 USD

28.00 USD

Search (Alt+Q)

**Enter Quantity** 

and "Add to Cart"

View and

"Proceed to

Cart"

## **TechBuy Guidelines for Entering Requisitions for Shredding Services**

The following guidelines are intended to provide assistance for individuals entering requisitions for shredding services. Procurement Services has made every effort to ensure that the guidelines are in compliance with university Operating Policies and Procedures (OP). However, in the event of a conflict between these guidelines and the OPs, the OPs shall prevail.

Texas Tech has a contract with Goodwill Industries that provides special pricing for purchase of shredding services. Departments should setup requisitions with an estimation of materials that will need to be shredded.

- 1. To set up your requisition for shredding services, go to the TechBuy Home Page and select the Goodwill Industries Hosted Catalog. Enter the keyword "shredding".
- 2. Select the desired size gallon container, enter the quantity needed, then select "add to cart". Goodwill will drop off a secured container and pick up for destruction on the department's required pick up schedule. The locked containers are transported to Goodwill's secure shredding area for destruction. Depending on the Department's needs, the container can either be returned after disposal as a monthly service or can be scheduled for a one-time pick-up.
- 3. You can enter an estimated quantity for the fiscal year to set up a standing order. If doing so, enter "Standing Order" in the external notes.

available

Contract Number

- a. This can be done by entering the estimated number of months needed for the fiscal year in the quantity (will be the number of months or 12 if preparing a standing order for the fiscal year)
- 4. When you have added all the items to your cart, click on the "view cart" link on any one of the items to see your cart and continue processing as you would any requisition.

Shop Everything 

Shredding

Go to: advanced search | favorites | forms | quick order | Browse: suppliers | categories | contracts | chemicals |

Results for: Everything: shredding

Results Per Page 20 

Sort by: Best Match 

Shredding services - 175 gallon container equal to apx. 500 lbs of paper (local) from Goodwill Industries of Northwest Texas

C05135 more info...
Goodwill (TIBH)

Shredding services - 32' console is equal to apx. 125 lbs of paper (out of town) from Goodwill Industries of Northwest Texas

Please note: All shredding services are coded as 7D0150.

