



## Quick Links

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### 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.

- 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".
- 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.
- 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.
  - 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)
- 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.

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

