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## Procurement Services Newsletter November 2017

1 message

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To: james.tanzosch@uni.edu

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## November 2017 PROCUREMENT SERVICES NEWSLETTER

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### Breaking News... Document Destruction

The Shredder has been awarded the UNI campus-wide contract for on-campus document destruction of sensitive documents. Secure bins, kept in department offices, will be emptied on a routine monthly schedule. Pick up schedules and additional information will be posted on the [UNI Contracts Page](#). Each bin will cost \$10.00 per month. Price is the same no matter how full the bin.

UNI Procurement Services will receive one invoice for the entire campus and distribute charges to departments using a Purchase Order. Please complete the [Document Destruction Request Form](#) (use your UNI credentials to log in) to begin the process. This form will work for departments already using this service and for departments seeking to add a new document destruction service. For questions or additional information, please contact [Jon Westhoff](#).



**Procurement Services**

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