

Department Participation Form -- Document Destruction Program

The department listed below would like to participate in the campus-wide document destruction program and agrees to pay the applicable fee. If more than one department within a building participates in the program, FP&M can prorate the tipping fee between departments according to the percentage designated by the departments (*see below).

Each department participating in the document destruction program needs to assign a designated contact person. This person will be responsible to request collection; for getting full bins to the building dock (or other designated location) on collection day; to store the bin key securely; and to serve as contact with FP&M staff (Kelly McCool).

Building: _____ **Date:** _____

Contact person:

Name: _____

Department: _____

Campus address: _____

Campus phone: _____

Campus e-mail: _____

Bin size and quantity: 65-gallon bin/s

Specify number needed: _____
 (We will be able to adjust the number of bins later, if need/volume changes.)

Bin is for: permanent use or temporary use/loaner (1-2 months)

Collection frequency:

65-gallon Containers

	# Tips Annually	Payment Amount		Number Payments Annually
<input type="checkbox"/>	1-2	\$2.00		24
<input type="checkbox"/>	3-4	\$5.00		24
<input type="checkbox"/>	5-6	\$8.00		24
<input type="checkbox"/>	7-9	\$13.00		24
<input type="checkbox"/>	10-12	\$17.00		24
<input type="checkbox"/>	13-14	\$20.00		24
<input type="checkbox"/>	15-16	\$23.00		24
<input type="checkbox"/>	17-18	\$26.00		24
<input type="checkbox"/>	19-20	\$29.00		24
<input type="checkbox"/>	21-22	\$32.00		24
<input type="checkbox"/>	23-24	\$35.00		24
<input type="checkbox"/>	25-27	\$39.00		24
<input type="checkbox"/>	28-30	\$44.00		24
<input type="checkbox"/>	31-33	\$48.00		24

Account # for billing*: _____

**If more than one department within the building will be participating, staple applications together, and indicate the percentage to be billed per department (total must equal 100%) _____ %*
 (We will be able to adjust the percentage if additional departments from the building join the program.)

Bin pick up information: FP&M stocks 65-gallon bins, and they are available for pick up from the General Services Building. Contact Kelly McCool to make arrangements. A **bin key** will be sent via campus mail to the contact person or you can make arrangements to pick up the key.

Attach plat sheet/drawing showing dock location where you will place your bin/s on collection day. Consult with Kelly McCool for assistance.

Signature of Department Head: _____

Signature of Building Supervisor: _____

Signature of Contact Person: _____

Return completed form and plat sheet via campus mail:

Kelly McCool or fax to 294-4593
FP&M
108 General Services Bldg