Entering Requisition for Shredding

1. Search for Land Shark and create a non-catalog item.

2. Enter the size shredding bin that you need for your department. **NOTE:** if you need multiple each bin will be a separate line item.

3. Enter unit price. In description you will put the size of your bin, location with room number and WKU contact person with phone number and email address.
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4. In the shopping cart you will change the quantity to the number of month in the fiscal year.
   a. Example there are 3 month remaining in FY15 so I would use 3

5. In checkout you will change the ship to code to your departments, you will leave the bill to as is.
6. Next enter your index number, commodity code (908040), and account code
7. Checkout
Land Shark Bins, who can you contact for service and what are the prices?
Contact Person:  Mandy Stuckey
Contact Phone:  (270) 793-0880
Contact Email:  Mandy@LandSharkShredding.com

36” Executive Console $15.00/service (100 pounds of paper)
64 Gallon Bin $30.00/service (200 pounds of paper)
95 Gallon Bin $45.00/service (300 pounds of paper)

You may input a request into TOP SHOP if you know the size of the bin you wish to request; however, if you have questions or only need occasional shredding service, please contact Mandy.