

Copy and Scanning Work Request

2 Day Notice **REQUIRED**

Please fill out this request form and attach it to the material to be copied or scanned (exams, worksheets, book pages, documents, etc.) and place it in the work baskets in SS144, Cowden 118, or Payne 308.

Instructor: _____

Date Submitted: _____

Date Required: _____

Duplex (2-sided)

Staple

Colored Paper

Specific Colors _____

Alternate Test Forms A & B

2 Different Colors for forms A & B

Insert Scantron Answer Sheets

Number Tests and Answer Sheets

of Copies _____

Extra Instructions: _____
