Student Worker Request

Date requested: __________ Requested by: ________________

Please give student workers at least 72 hours to complete the work request

☐ Photocopy ☐ Scanning ☐ Runner ☐ Advertising ☐ Other work request

SCANNING/PHOTOCOPY REQUESTS
Name of material to be photocopied/scanned:

Pages to be photocopied/scanned: Number of copies: ________
Copy/Scan code: ________

Specific instructions (single sided, stapled, address to email scans to, etc...)

RUNNER/POST ADVERTISING REQUESTS

☐ Drop off Where/Who?

☐ Pick up Where/Who?

☐ Post/Advertise Where/Specific buildings?

OTHER WORK REQUESTS: Please check with Michelle before submitting a work request. These requests need to be reviewed before they are assigned to student workers. Thank you.

Please provide request details: