

**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**

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Drop off       | Where/Who?                |
| <input type="checkbox"/> Pick up        | Where/Who?                |
| <input type="checkbox"/> 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: