Faculty Assistant Requisition (one per project)				Faculty Assistant Requisition (one per project)				
Date Submitted:		Date Needed:		Date Submitted:		Date Needed:		
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Memo: (2 days)	Letter: (2 days)	Exam: (2 weeks)		Memo: (2 days)	Letter: (2 days)	Ex	am: weeks)	
Bibs & Syllabi: (3 weeks)	Xerox:_ (2 days)	<del>)</del>		Bibs & Syllabi: (3 weeks)	Xerox:_ (2 days	)		
Canvas:	iClicker:	Respondus:_		Canvas:	iClicker:	Resp	ondus:	
Library Work (7-10 days)				Library Work (7-10 days)				
Instruction, Special Projects, Etc:				Instruction, Special Projects, Etc:				
Date Received:Date Completed:				Date Received:	Date	e Complete	d:	
Faculty Assistant:				Faculty Assistant:				
Phone #				Phone #				