

This form must be completed and submitted with the documents to be scanned at the Dispatch Counter in the lobby of Tyler Hall. **Note:** There is a \$5.00 minimum charge for use of the Optical Mark Reader.

**Name:** \_\_\_\_\_ **User Login ID:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Indicate type of User ID; check only ONE:**

- \_\_\_\_\_ e-Campus
- \_\_\_\_\_ ETAL

**Method of Payment; check one:**

- \_\_\_\_\_ Charge to URI account      Account Number: \_\_\_\_\_
- \_\_\_\_\_ Charge to non-URI State account      Requisition Number: \_\_\_\_\_
- \_\_\_\_\_ By check      Account Number: \_\_\_\_\_

**Data Set Identifier (required - 3 characters):** \_

- The created data set will have the name **omrxxx.data** where **xxx** is the three-character data set identifier.
- Do you want Grading services? (Y/N) \_\_\_\_\_
- If you answered Yes, make sure you have followed the instructions in handout No.32.
- Would you like a hardcopy listing of the grade report? (Y/N) \_\_\_\_\_
- Do you want the data set sent as an attachment to email? (Y/N) \_\_\_\_\_
- If you want the data set and (optional) grade report files sent to an e-mail address, please specify that address:

**E-mail Address:** \_\_\_\_\_

Resend Request (Chargeable):

\_\_\_ Check here if you are **not** submitting new documents to be scanned, but want new copies of the dataset and (optional) grade report from a previous scan. Fill in the **E-mail Address** field above to indicate where the files are to be sent. **Note:** Data files are retained for one month after the original scan.

Resubmit Request (Chargeable):

\_\_\_ Check here if you are **not** submitting new documents to be scanned, but want the grade report re-run with a different set of requests from a previous scan. If files are to be sent, fill in the **E-mail Address** field above to indicate where the files are to be sent. **Note:** Data files are retained for one month after the original scan. Please see the Dispatch Counter staff in Tyler Hall for details on your changes.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Note:** Turnaround time for processing scanned documents or exams is 24 hours, Monday through Friday only. If weekend processing is desired, arrangements must be made in advance through the Manager of Operations or the Principal Operator.

**Office Use Only**

Date Received: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Number of OMR Forms: \_\_\_\_\_

\_\_\_\_\_  
Operator's Signature @ \$0.10/form= \$ \_\_\_\_\_

PC Data Set Identifier: \_\_\_\_\_