



Central Scanning

ROUTING
RMR, MSC 3FSA
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Phone 646-8324
Fax 646-1994

If you have any questions please contact Financial Systems Administration - RMR office at (575) 646-8324. Send completed forms to Financial Systems Administration - RMR Office, by e-mail to rmroffice@nmsu.edu or fax to (575) 646-1994.

SECTION 1: REQUESTOR INFORMATION

Date: _____ Requestor Name: _____

Department: _____ Phone Number: _____ Mail Stop Code: _____

SECTION 2: REQUEST DETAILS

Need Date: _____

Scanning Details

Number of Items: _____

Simplex (single sided) Duplex (double sided)

Special Instructions: _____

SECTION 3: REQUESTOR SIGNATURE

To be signed by requesting department personnel when documents are picked up.

Materials Received from: _____ Signature: _____ Date: _____

Returned Original Materials to:

Department Employee Printed Name: _____ Initials: _____ Date: _____

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Date Received: _____ Work Order #: _____ # Received: _____ Received by: _____

Batch Name: _____ Application: _____

FSA-RMR Tech: _____

Date Completed: _____ # Returned: _____ Hand Delivered by: _____