WVUteach

Lesson Material Request Form

Utilizing your lesson plans and the inventory list provided on eCampus, indicate the materials you will need for your lesson on this form. Please list each item you need ***EXACTLY*** as it appears on the inventory list. Be explicit: location ID, color, size, number, etc. Remember to consider the number of students in your class. ***ALWAYS PLAN ON EXTRAS***! You may not request any more than 60 copies per lesson. **WE REQUIRE 48 HOURS TO PROCESS REQUESTS!** The grey shaded columns are for **WVUteach Staff Only**. ***YOU HAVE TO SHOW YOUR FORM TO YOUR MASTER TEACHER FOR APPROVAL, OR YOUR MATERIALS LIST WILL NOT BE FILLED (email both wvuteach@mail.wvu.edu and your Master Teacher if electronically submitting this form)***! If you have any questions, see any WVUteach Student Worker or the WVUteach Program Coordinator.

Material Description	**# Needed**	**# Will Return**	**Location ID#**	**Additional Comments**	***For WVUteach Staff:***	
					Provided	***# Returned***

Submitted By:			**WVUteachClass (Day of Week and Time):**		
Date Submitted:			**Date Needed:**		
Email:		**Teach Date (MM/DD/YY), & Time:**		**Team Letter and Number:**	
Date To Return:		***Student Acknowledged Return Date?*** ☐ ***Y*** ☐ ***N***	**Student Initials: _____**	***Date Filled:***	
Filled By Initials:			**Date Materials Placed on "To Be Checked-In" Shelving Unit in Inventory Room:**		

WVUteach Staff Comments: