

## Request for New Inventory Item(s)

Students are able to request a new inventory item(s) that are not available in the current inventory system. ALL Requests for New Inventory Item(s) MUST be received NO LATER THAN 2 Weeks prior to your practice teach date. Prior to submitting a New Inventory Request form, all requests MUST be reviewed and approved by a Master Teacher (signature REQUIRED). We do not guarantee the ordering of or purchasing of materials for a teach that are not currently in the existing inventory system. If a student chooses to purchase an item for a teach, reimbursement for the item is also not guaranteed.

Date of Request: \_\_\_\_\_ Name(s): \_\_\_\_\_

Item(s) Being Requested: \_\_\_\_\_

Justification for Requested Item: \_\_\_\_\_

Quantity: \_\_\_\_\_ Date Item(s) Needed: \_\_\_\_\_

WVUteach Class: \_\_\_\_\_ Section: \_\_\_\_\_ Master Teacher: \_\_\_\_\_

Master Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_