



WVUteach

Inventory Process

There are 4 Inventory Forms:

1. Lesson Material Requests
2. Requests for New Inventory Items
3. Requests for Copies
4. Kit Cleaning Agreement Form

Check-Out Process:

1. Complete a copy of the "Inventory Request Form" (either by hand or electronically) a MINIMUM of 2 business days BEFORE you need your materials (this includes your practice teach).
2. EITHER hand the "Inventory Request Form" to a student worker or the WVUteach Program Coordinator, OR submit the form electronically by email to BOTH wvuteach@mail.wvu.edu AND your Master Teacher.
3. By the date indicated on your form, your bin will be ready to be picked-up on the "To Be Checked-Out" shelving unit.

Q: Where do I find the mentioned Inventory Forms?

A: There are 3 ways to obtain these forms:

1. On the WVUteach website:

<http://wvuteach.wvu.edu/students/inventory>

2. Online in eCampus for each WVUteach course.

3. Hard copies of all 4 forms can be found in the "General" bin in the WVUteach House Classroom.

1. Lesson Material Request Form

2. Request For New Inventory Items Form

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: _____

Q: Do I really need to stick to the timeframe indicated on each Inventory Form?

A: Follow ALL timeframe requirements (48 hours in advance applies to business days ONLY (business days = Monday-Friday 8AM-5PM)). Do not submit a form after 5PM on a Friday and expect to have your request filled by Monday...it will not happen.

Q: How specific does my request really need to be?

A: WVUteach has A LOT of materials. A poor request would list “battery” in the material description. A good request would list “AAA battery” in the material description (along with the specific location of the material).

Q: What if I am making up my own lesson, but I don't know if WVUteach has "X"?

A: Ask the Program Coordinator, a WVUteach Work Study Student, or your Master Teacher.

- If we have the item you are looking for, you can add it to your request.
- If we don't have it, the Program Coordinator or your Master Teacher may have a suggestion for another item that can substitute the original item.
- If we don't have it, and there is no substitute available, if time allows, we can buy it for you (after you submit a Request for New Inventory Items Form of course).

3. Request for Copies Form

Request for Copies

Students are able to request a copies of reference materials for a teach. ALL Requests for copies MUST be received NO LATER THAN 2 days prior to the date needed. Only copy requests for color ink require approval (signature) by a Master Teacher.

Date: _____ Name(s): _____

Resource Title: _____

Page number(s): _____ Number of Copies: _____

Finishing:

Stapled Single-sided Two-sided Color Laminated

Master Teacher Signature for Color Ink Approval: _____

WVUteach Class: _____ Class Time: _____

_____ will pick up in WVUteach House on _____
(Date)

_____ will pick up next class period.

Special instructions: _____

Attach This Form to the Original Document(s) Requested to be Copied

Q: I want to submit a copy request, is there anything I need to submit along with the Requests for Copies Form?

A: Yes, a copy of the document to be copied must be submitted (either electronically or a hard copy) along with each Requests for Copies Form.

Q: Are students allowed to make copies themselves?

A: Yes, as long as the materials to be copied/printed are for a WVUteach class. Students are welcome to stop by the WVUteach House and use the printer/copier/scanner during business hours. Students should not expect to be able to make copies during their scheduled class time.

4. Kit Cleaning Agreement Form

WVUteach KIT CLEANING AGREEMENT FORM

NAME: _____

CHECK ONE: STEP 1 STEP 2 CURRICULUM AND INSTRUCTION

DATE AND TIME OF WVUteach COURSE: _____

DATE KIT CHECKED-IN: _____

DATE KIT TO BE CLEANED: _____

SIGNATURE AND DATE (BY SIGNING, YOU AGREE TO CLEAN KIT BY THE DATE ABOVE):

Q: What if I don't have time to clean the kit out when I return it?

A: Fill-out and attach a Kit Cleaning Agreement Form to the top of your kit on the "To Be Checked-In" Shelving Unit.

Check-In Process:

1. By the next class period following your teach date, return materials to the WVUteach “To Be Checked-In” shelving unit.
2. Ensure materials are clean, in the same working condition as they were when you checked them out, are neatly packed back into the bin, and are all accounted for (count your materials before returning).
 - If you use any dirt, fluids, etc., with any of the materials, it is your responsibility to wash/clean the materials.
 - No trash should remain in the bin.
3. Place the bin on the “To Be Checked-In” shelving unit.

If you have any additional questions about the inventory process, please submit them to:

wvuteach@mail.wvu.edu.