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, you 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
# 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.

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<th>Material Description</th>
<th># Needed</th>
<th># Will Return</th>
<th>Location ID#</th>
<th>Additional Comments</th>
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Submitted By: [Name]

WVUteachClass (Day of Week and Time):

Date Submitted:

Date Needed:

Email: [Email Address]

Teach Date (MM/DD/YY), & Time:

Team Letter and Number:

Date To Return: [Date]

Student Acknowledged Return Date? [Y] [N]

Student Initials: [Initials]

Date Filled: [Date]

Filled By Initials: [Initials]

Date Materials Placed on "To Be Checked-in" Shelving Unit in Inventory Room:

**WVUteach Staff Comments:**

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Lesson Material Request Form

Revised 6/2016
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: _______________________

08/16
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.