

Request for DVD Purchase

Complete this LIR Request for DVD Purchase Form and submit to the Curriculum Committee Chair(s) for review and approval **three (3) months prior to submitting your proposal for teaching.** Only The Great Courses DVDs will be considered for purchase by LIR due to copyright restrictions. You can review available DVDs online at www.thegreatcourses.com, or stop by the LIR office and look through the catalogs on file. The LIR office can also advise if the DVD desired is currently in our library. Questions? Call: 262.695.3473, or email: lir@wctc.edu.

Instructor Request for DVD Purchase

Required Information

Instructor Name: _____ Date: _____

Phone: _____ Cell: _____

Email: _____

The Great Courses Info: DVD No. DVD Title:

List Price \$ _____ Discount Price: \$ _____

Fall: _____ Spring: _____ Year: _____

Brief Description:

For Office Use Only

Approval to Purchase

Curriculum Committee: Accept Decline * Date: _____

LIR Board: Approve Decline * Date: _____

Purchase Date: _____ Instructor Advised: _____

*Reason: