

**KEYS Procedure for Book Purchase: funding is available for the least costly book purchase option. Utilizing the least costly option helps extend your lifetime limit of \$1000 towards all education expenses.**

**Step 1:** Go to the **LUCC bookstore website** and print out your book list with prices including New & Used.

**Step 2:** Go to a website, such as [www.Abebooks.com](http://www.Abebooks.com) or [www.amazon.com](http://www.amazon.com) (wherever you might find the cheapest option) and print copy of price, plus shipping & handling (expedited shipping is acceptable).

**Step 3:** Complete the form below.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Course	Book Title and ISBN number	New ( <i>purchased at book store</i> )	Used ( <i>purchased at bookstore</i> )	online site ( <i>credit card or VISA gift card required</i> )

**Step 4:** If a Used or Rental book is the cheapest option, please check the bookstore for availability before submitting your request.

**Step 5:** Circle the least costly option that is AVAILABLE for each item needed and provide the total below:

Total Book Costs: \$ \_\_\_\_\_

S&H (for online purchases): \$ \_\_\_\_\_

VISA gift card fee (if need): \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

**Step 6:** Return form to your KEYS facilitator ASAP.

**Step 7:** Check your EBT card on a regular basis. Once you have received your book allowance on your EBT card or your written notice of approval of your request, purchase your book through the [www.Abebooks.com](http://www.Abebooks.com) or another vendor. If the purchasing price or book is no longer available, contact your KEYS facilitator to request additional funds to purchase the book at the LUCC bookstore.

**\*\*Don't forget to keep your book receipts and make sure they are submitted to the County Assistance Office\*\***

**SAMPLE FORM**

**KEYS Procedure for Book Purchase: funding is available for the least costly book purchase option. Utilizing the least costly option helps extend your lifetime limit of \$1000 towards all education expenses.**

**Step 1:** Go to the **LUCC bookstore website** and print out your book list with prices.

**Step 2:** Go to a website, such as [www.Abebooks.com](http://www.Abebooks.com) or [www.amazon.com](http://www.amazon.com) (wherever you might find the cheapest option) and print copy of price, plus shipping & handling (expedited shipping is acceptable).

**Step 3:** Complete the form below.

<b>Course</b>	<b>Book Title and ISBN number</b>	<b>New (<i>purchased at book store</i>)</b>	<b>Used (<i>purchased at bookstore</i>)</b>	<b>online site (<i>credit card or VISA gift card required</i>)</b>
BIO 131	BIO text 98084903890	\$200	\$120	\$65
	Lab Manual 7483q47389	\$80	unavailable	Unavailable
PSY 101	PSY text 734890333	\$130	\$80	\$90
MAT 100	Math Text 7843014332	\$100	\$80	unavailable

**Step 4:** If a Used or Rental book is the cheapest option, please check the bookstore for availability before submitting your request.

**Step 5:** Circle the least costly option that is AVAILABLE for each item needed and provide the total below:

Book Costs: \$ 305.00

S&H (for Abebook purchases): \$ 5.99

VISA gift card fee (if needed):\$ \_\_\_\_\_

Total Cost: \$ 310.99

**Step 6:** Return form to your KEYS facilitator ASAP.

**Step 7:** Check your EBT card on a regular basis. Once you have received your book allowance on your EBT card or your written notice of approval of your request, purchase your book through the [www.Abebooks.com](http://www.Abebooks.com) or another vendor. If the purchasing price or book is no longer available, contact your KEYS facilitator to request additional funds to purchase the book at the MCCC bookstore.

**\*\*Don't forget to keep your book receipts and make sure they are submitted to the County Assistance Office\*\***