

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 or 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>) |
|--------|----------------------------|--|--|---|
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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 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

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Step 3: Complete the form below.

| 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>) |
|---------------|-----------------------------------|---|---|--|
| 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 |
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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 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****