



West Los Angeles College

Book and Supply Request Form

Please Print Legibly in Blue or Black INK

Date: _____

Semester: Fall ___ Winter ___ Spring ___ Summer ___

Year: 20 _____

Student ID: _____

Student's Name: _____

Case # _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Name of Gain Service Worker: _____ File #: _____

Location: _____ Telephone: _____

I receive a book grant from EOP&S Yes ___ No ___ If yes, how much? \$ _____

___ Request ___ Reimbursement

COST				
Course Name	Name OF BOOK OR SUPPLY	BOOKS	SUPPLIES	FEES

Fees (if applicable):

- \$11.00 Fall or Spring Health Fee
- \$20.00 Fall or Spring Parking Permit
- \$8.00 Summer or Winter Health Fee
- \$ 7.00 Summer or Winter Parking Permit

SUBTOTAL

TAX _____

FEES _____

EOPS _____

TOTAL _____

Signature of bookstore manager, verifying prices

Authorized WLAC CalWORKs/ GAIN Staff

I understand that I must submit my original paid receipts to my GSW. I have read the guidelines on the back of this form and agree to follow them. I must report to the WLAC CalWORKs/GAIN Program and my GSW if I am receiving a book grant from EOP&S or if I drop a class.

Student's Signature

Date

FOR MORE INFORMATION, PLEASE TURN OVER

**PLEASE READ CAREFULLY THE FOLLOWING INFORMATION
REGARDING YOUR BOOK AND SUPPLY REQUEST**

- You must be an active participant with the WLAC CalWORKs/GAIN Program and in good standing with the College and the Los Angeles County CalWORKs/GAIN Programs.
- You are not required to use your own money to pay for books and supplies. Once you have registered for your classes, you may request funds from GAIN for your books and supplies. It is very important that you make your request as early as possible, in order to have your books on the first day of class. You may also choose to purchase your books and supplies and GAIN will reimburse you.
- If you choose to request the funds in advance, you must complete the request form and obtain the prices from the bookstore. A bookstore manager must sign your request form. Bring your completed book and supply request form to our office for processing. If you choose to buy your books and be reimbursed, you do not need to have a bookstore manager sign your form, just bring your receipts and the completed request form to our office. We will make a copy of your receipt/s for your file and once it has been approved, we will fax your request form to your GSW within 10 days.
- If you are receiving Financial Aid for books and supplies, your GSW may ask you to sign a WtW 8 form. You are not required to use your financial aid for books and supplies. If you do not want to use your financial aid, check “no” on the form. If you sign the form and agree to use Financial Aid to purchase books and supplies but later change your mind, you must notify your worker of this change.
- If you are receiving a book and supplies voucher from EOP&S or any other program, you may request funds from GAIN once that voucher has been completely spent. GAIN will only pay the difference between the cost of your books and supplies and the voucher. You need to bring the original cash register receipt of your EOP&S grant purchases to us before we can approve your GAIN request. A copy of the receipt will be maintained in your file.

*If you ask GAIN to pay for books and supplies for which another program is already paying, it is called “double-dipping” and it considered ***fraud***.

- Please provide a copy of your course syllabus to support to request for program specific and costly items.
- If you are a student receiving services from DSPS, GAIN will pay for items needed to reasonable accommodate your disability. Documentation of the need for accommodation is required from DSPS before the request can be submitted to GAIN.
- We cannot submit any requests for books or supply is allowable before you purchase it. GAIN will not pay for any items not related to your Welfare-to-Work plan.
- **IMPORTANT:** If you have not received your funds for books and supplies within 10 days of submitting your requests, contact your GSW.