



Required Educational Materials Form

CalWORKs Office (310) 660-6057



SEMESTER: Winter _____ Spring _____ Summer _____ Fall _____ Year _____

[El Camino College Bookstore Website http://bookstore.elcamino.edu/home.aspx](http://bookstore.elcamino.edu/home.aspx)

GAIN Services Worker Name: _____
 GAIN Services Worker Phone: _____
 GAIN Case Number: _____

Student Name _____
 Student ID# _____
 Home Phone Number _____
 Cell Phone Number: _____

Course Name & Number	Description of Book or Supplies	Course listed on Ed Plan	Cost of Book	Cost of Supplies	Fees
Only for Spring and Fall Semesters	Health Fee		→	→	
	ASB Sticker		→	→	
	Parking Permit		→	→	
Only for Spring and Fall Semesters	Basic school supplies - \$60.00 (tax included)		→		←
Sample: Math 23/ 9250	3rd Edition - Pre Algebra		74.95		
Sub-total by category:		For Office Use Only			
Tax:					
Total of each category:					

You will need to provide original Receipts to your GSW 10 days after funding.
 (Include your class SYLLABUS as well).

Overall Total of this request: \$ _____

Some books were not purchased at the El Camino College Bookstore.

GAIN Student Signature: _____ Date: _____ CalWORKs Staff: _____ Date: _____

The decision to either approve or deny requests for anything other than what is required is left to DPSS. ECC stamp and signature does not guarantee that your entire request will be approved.

This form will not be accepted without a current class schedule

CalWORKs Book Request Procedure

You may list reasonably priced school supplies, necessary to attend ECC, as well as special items required for some courses as specified by the instructor in the course syllabus.

1. Completely fill out top portion of this form.
2. **Must be completed in Blue or Black INK.**
3. Access the Online Bookstore or take the form to the bookstore and fill in the course name and number, name of the book or supply, and the cost of the book or supply.
<http://bookstore.elcamino.edu/home.aspx>
4. **Do not add taxes or complete total.**
5. For **Fall & Spring** semesters Basic School Supplies allowance is \$60.00 tax included. NO need to itemize / Receipts NOT required for basic supplies **ONLY**.
6. During **Winter & Summer** sessions you will need to itemize your supply request and provide receipts.
7. Leave the completed form along with your **current class schedule, ECC bookstore print out of online required textbooks and syllabus if need it** at the CalWORKs Office for processing.
8. Pick up the completed Book Request 3 business days after you drop it off in our office.
9. Return this completed form, with your syllabus to your GAIN Service Worker.
10. ECC verifies enrollment and that textbooks or materials are required.

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YOU WILL NEED ORIGINAL RECEIPTS FOR YOUR GSW