

How to Simplify your Financial Life with OLA and ERRFs

Hints to expedite financial forms

(forms are on the OLA website www.olaweb.org under About OLA -->Financials)

- Fill out deposit and expense forms legibly and completely with authorized signature.
- Include details of what the deposit check request is for so you will remember it later.
- Submit verifying documentation (e.g. invoice). These will be kept on file by Roberts Business Services [RBS (Shirley)]
- Allow adequate time for processing
- Checks are written weekly by RBS [Thursday's]
- Checks over \$200.00 require dual signatures and take more time for mailing.

Expenditure Reimbursement Request Form (ERRF)

Use this form to:

- Issue a check.
- Transfer funds from your OLA account to another OLA account
- Pay OLA for conference meals and registrations sponsored by your group.
 - You must submit a signed ERRF with each registration form.
- Pay OLA for other conference costs incurred by your group (e.g. program technology fees).

Annual OLA Conference

(Procedures will differ for joint conferences, e.g. 2008 OLA-WLA and 2009 OLA)

Procedures listed below have been used for previous conferences. They have yet to be presented and reviewed by the 2011 OLA Conference. There may be a few changes but expect them to be minimal. Updated version will be posted to the web page under Financials.

- Conference Committee members requesting reimbursement from OLA for conference expenses
 - Send an ERRF to the conference chair (Garrett Trott) who must sign it to authorize the expenses for a check to be issued or for funds to be transferred from OLA to your division/RT.
 - The conference chair will mail/fax the form to the conference treasurer, who will record the expense and forward it to RBS
 - Make Payable to: Your division/RT
 - Committee: Conference Committee
 - Give complete description of expenses and include verifying documentation.
 - Division/RT/committee chairs paying any registration expense for people attending the conference:
 - Complete a conference registration **AND** a signed ERRF (include name of registrant) made payable to OLA. Send both forms to the appropriate registration chairperson.

- Division/RT/committee chairs paying a conference-related expense directly to a third party with your own group's funds (e.g. paying a session speaker's expenses and honorarium):
 - Complete an ERRF and **send it directly to RBS**.
 - **Important – start early!** It takes 3 to 4 weeks to get a check.
 - It is recommended you request the check to be mailed to you to give to the speaker in person at the presentation. (There have been no-shows)
- Technology equipment charges for program sessions:
 - Division and RT chairs must sign an ERRF **BEFORE** the conference acknowledging their group's costs for requested technology (projectors, laptops, screens, internet connections, etc.).
 - The Conference Chair will determine the deadline.

Call or email Liisa Sjoblom with questions. I will provide the information ASAP.
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