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 [Fridays].
• Checks over $500.00 require dual signatures and take more time for mailing.

Expenditure Reimbursement Request Form (ERRF)
Use this form to:
• Issue a check to outside vendor, to reimburse unit members, etc.
• 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 and OASL Conferences and other Programming where expenses incurred - Financial Procedures
(Procedures will differ for joint conferences with WLA, held every 4 year, etc.)

Forms are located on the OLA Financials page, http://ola.memberclicks.net/financials

When working on conferences or event programming, there are a few additional details to know when it comes to getting things paid for.

When requesting reimbursement for OLA, OASL conference or event expenses:

• Send an ERRF to the conference chair, unit chair, or other designee 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 designated person will email the form to the conference treasurer or unit chair, who will record the expense, or not, and forward it to Roberts Business Services (RBS) (Shirley)
• Under Make Payable to: designate you, your division/RT, outside vendor or other payee
• Under Division/RT/Committee: put unit from which the funds will be deducted from
• Give complete description of expenses and include verifying documentation.

Division/RT/committee chairs paying any registration expense for people attending the conference:
• Complete the event 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 event-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 2 to 3 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 the Treasurer or Association Manager with any questions. We will provide the information ASAP.

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