

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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