

**OREGON LIBRARY ASSOCIATION
BUDGET REQUEST FORM (BRF)**

The Budget Request Form is for OLA units (divisions, committees, roundtables, or a task force) who would like to request new or additional funds for expenditure from the OLA Budget for either a one-time or on-going (yearly) purpose.

Each request must be made by the unit chair and submitted via email to the: 1) OLA President, 2) OLA Treasurer, and 3) OLA Association Manager. One-time requests may be submitted at any time during the fiscal year. On-going (yearly) requests must be submitted by July 31, for consideration by the Board for the next year's (September 1 - August 31) fiscal budget.

Once the BRF has been received by all three individuals, the OLA President will bring the budget request to the next scheduled OLA Board Meeting for OLA Board consideration. Incomplete information may result in delayed consideration by the OLA Board. The OLA Board must approve new or additional budget requests before any expenditures can be accrued by the unit.

Date:

Unit Requesting Budget Funds:

Unit Chair:

Unit Chair Email:

_____ One-time Request or _____ Ongoing (Yearly) Request

Total Amount Requested:

Current OLA Unit Enterprise Fund Amount or Budget Allocation (if any):

Reason for Request:

Please provide an itemized budget for the requested amount (please add lines, if needed):

Item/Category	Amount
Total:	

Submit completed form via email to:
 OLA President: olapresident@olaweb.org
 OLA Treasurer: olatreasurer@olaweb.org
 OLA Association Manager: sroberts.ola@gmail.com

Questions:
 Stuart Levy
 OLA Treasurer
 Parkrose High School
 Phone: 503-808-0059
olatreasurer@olaweb.org