# How to Simplify your Financial Life with OLA and ERRFs

**Hints to expedite financial forms**

Forms are on the OLA website [www.olaweb.org](http://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 [Thursdays].

• 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

• 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 Financial Procedures

*(Procedures will differ for joint conferences with WLA, held every 4 years)*

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

When working on a Conference, there are a few additional details to know when it comes to getting things paid for. The updated procedures listed below were used for the 2014 Annual Conference.

When requesting reimbursement for OLA conference expenses:

* Send an ERRF to the **conference chair** 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 **Roberts Business Services (RBS)** (Shirley)
* Under *Make Payable to*: designate you, your division/RT, or other outside vendor
* Under *Committee*: put 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 the Treasurer or Association Manager with any questions. We will provide the information ASAP.**

**OLA Treasurer**

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