

WEST VIRGINIA LIBRARY ASSOCIATION BUDGET REQUEST
December 1, 2014-November 30, 2015

SECTION 1 * INFORMATION

Division/Committee/Roundtable _____
(Roundtables—please return your request to your Roundtable Representative for joint submission.)

Chairperson: _____

Address: _____

E-mail: _____

Phone: Business: _____ Home: _____

SECTION 2 * BUDGET NARRATIVE

(Describe in detail what you plan to do and would like to spend in each category in Section 3. For "Other Costs," be specific. Do not include Conference expenses or your Executive Board travel. Exception: "Division chairs who need to arrive at Executive Board meeting sites the night before should provide for reimbursement from the section budget." Attach a separate sheet if necessary.)

SECTION 3 * BUDGET REQUEST SUMMARY

Postage and Supplies: _____

Printing: _____

Telephone: _____

Travel: _____

Certificates/Awards: _____

Other Costs (Be specific) _____

TOTAL REQUEST _____

FINANCIAL COMMITTEE USE ONLY Previous Budget Year Amount: \$ _____

Previous Year Total Expenses: \$ _____

Send this form **no later than 11/24/2014** to:
Brian Raitz, WVLA Treasurer
Parkersburg & Wood County Public Library
3100 Emerson Ave, Parkersburg, WV 26104-2414
raitzb@park.lib.wv.us / phone: 304-420-4587 ext.501 / fax: 304-420-4589