330 RFP DEFINITIONS

Vendor - The company or person the Business Office needs to pay. It will be one of the following:

- the performer/presenter
- the company from where item(s) were or will be purchased
- the employee who is being reimbursed
- the Credit Card company that was used to purchase the item(s)

Vendor No. - to be filled out by the Business Office

Account - this field is pre-populated on this form for 330 Programming Activities

Department - the library or department completing the form and authorizing the expenditure.

Program Number - the 3 digit designation for the library or department whose money will pay for the expense

Reimburse/Pay - by checking this box the Business Office will know the item has already been contractually agreed upon or purchased. The Business Office will then pay the company, person or appropriate petty cash listed as the Vendor. This will include reimbursing the employee.

Order & Pay - by checking this box the Business Office will know to order the items on the form. Please attach any specifics on which items to purchase. Include printouts of images and websites for items or, for performers, include the completed Special Programming form.

Date - Date of the exchange of goods or services. For a performer the date is the performance/program day. For a reimbursement, the date is the date of the purchase. In cases where there are multiple dates for events at a location, enter the information for each performance on a separate line. When there are multiple performances on one date and the same location include the beginning time to distinguish the two performances.

Description 1 - provide, in this order, the following information:

1. **Item** - describe the goods or service.
   a. For each item on the receipt list that item on the RFP. If the receipt does not list specific items, list the items on the receipt and use the back if needed. For example, Hobby Lobby receipts only include the name of the department, or some places only have a cash register type of receipt so use the back to be specific.
   b. If the request is to pay a performer, indicate the event such as Kindermusik, Paint Oklahoma, Juggle Whatever, Project Laughter, etc.
   c. If request is for the Business Office to order and pay for the items, attach a detailed list, such as a cart printout, that has specific order information such as item numbers, color, size, and other important descriptors. (see notes.)
2. **Supplier** - the company the goods or services were purchased form only when different from the Vendor, as in the case of a reimbursement. If you use the supplier field separate it from the item by an asterisk (which will be the delimiter used in Excel).

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Description 2 - Expense Categories

PER	Performer	Payment to artist, presenter, performer, early childhood professional, etc. for a library event or associated expenses. May be booked by library or OUT, but is paid out of library's 330 account
INC	Incentives/Promotional	Prizes, incentives, giveaways, bookmarks, or other items given to program participants to take home "as is." For example, books to take home from an author visit, customer appreciation month drawing prizes, incentives for customers
FDS	Foods or Refreshments/Snacks	Consumable food items. For example, drinks and snacks for program participants, water for presenters, food for open houses or other events, mints on the desk for customer appreciation month, refreshments/pizza for teen advisory board meetings or teen volunteer party, food items used at multiple events such as sugar packets or creamer
SUP	Supplies	Items needed to implement a library event. For example, craft supplies, items used in the presentation, toys for 1-2-3 Play With Me and decorations for customer appreciation month, decorations for holidays or other library events, items used for multiple events such as name tags, plates, napkins and plasticware.

Program Categories –**Please note:** There are different category choices for the libraries than for Outreach. Choose only one category from the appropriate list even if a category from the other list also seems to fit. Example: For Family Place event-Libraries use FAM, Outreach use CHP.

Library Only (Categories from Room Manager to be used in RFPs)

GEN	General	Music and performing events for Everyone, Literary based programs for adults such as book clubs, tutors, and study, other clubs like Chess Club, Lego Club, Knitting Club, Tax Assistance, Pet Care
STO	Story Time	Literary programs for preschoolers, Toddler Aerobics, Yoga for Kids
FAM	Family Place	1-2-3 Play with Me, Playtime programs, Parachute Play
REA	Reading Program	Summer Reading and Winter Read Fest only
SCH	School Visit	School group tours, school related visits
GRO	Group Visit	Other group tours, senior centers, Boy Scouts, Girl Scouts

Outreach Only (Categories from the current Program Budget account 330 to be used in RFPs)

ADP	Adult/Senior Programming		**NEI**	Neighborhood Arts
AFT	After School @ Your Library		**NOO**	Noon Tunes - Original Funding
BLA	Black History Month		**PAR**	Partnerships
CAR	Cartooning & Songwriting Workshop		**LINKS.**	Kids Dance, Philharmonic, etc
AUT	Children's Author Visit		**RED**	Reduxion / Shakespeare in the Park
MUS	Children's Music Festival		**SEP**	Septemberfest Storytellers
CHP	Children's Programming		**SIG**	Sign Language Interpretation
COM	Come Read with Me		**SPR**	Spring Break Programming
ART	Coverage for the Arts		**SUM**	Summer at the Library
HEA	Head Start Programming		**WIN**	Winter Readfest
HIS	Hispanic Heritage Month		**YAP**	YA Programming
HUM	Humanities Programming		**CON**	Contingency

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Audience Categories - Target age

PK	Early Childhood, under 5	Room Manager Age Category: Children
EL	Elementary, K-5th	"
PT	PreTeen, 9-12	"
CL	Children, under 12	"
TN	Teen, 12-16	Room Manager Age Category: Teens
YA	Young Adult, 17-21	"
AD	Adult, over 16	Room Manager Age Category: Adults
SR	Senior, over 55	Room Manager Age Category: Seniors
EO	Customers of all ages	Room Manager Age Category: Everyone

Shared Categories - use when two program numbers are used to pay for one event

Examples:

1. *Library Only*
    a. Library provides water as hosts and Outreach schedules performers
    b. Library pays for supplies and refreshments for 1-2-3 Play with Me and Outreach pays the professionals presenter fees
    c. MLS received a grant (overseen by DVS) for an aspect of the event
2. *Outreach only:*
    a. The MLS location where the event will take place. Outreach should always use the shared category to indicate an event's location. It is not necessary to repeat the location when entering the date and description 1 information.
    b. When the event is held off site (not in a MLS location), denote OUT in the shared category