

## **Instructions to Request Membership Reimbursement**

Any Public Services staff person who joins an authorized, professional organization is encouraged to request membership reimbursement. We will be doing a reimbursement of up to \$100 for OLA dues or \$50 for any other approved professional organization (ALA, PLA, MPLA, TLA). Requests will be approved on a first come, first served basis, until the budgeted amount is gone. *There is no guarantee all membership reimbursements requests will be funded.*

### **Authorized professional memberships include:**

- Oklahoma Library Association
- American Library Association
- Public Library Association
- Mountain Plains Library Association
- Texas Library Association
- YALSA

Other memberships in library related organizations should be submitted to the Chief Guest Officer for review PRIOR to a request for reimbursement.

### **Process to request membership reimbursement is as follows:**

1. Employee builds cart for membership online and provides to Library Manager.
2. Library Manager enters RTO in 5137 and location 34-Public Services Admin. Attach a printout of the expected cost for membership.
3. Regional Director approves the RTO.
4. Employee purchases the membership and sends receipt to Library Manager. Signatures are not required.
5. Library Manager converts the RTO and attaches the receipt for the membership.

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