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