

**PENNSYLVANIA SCHOOL LIBRARIANS ASSOCIATION
REQUEST FOR PAYMENT VOUCHER**

DATE _____

PAY TO THE ORDER OF _____ Amount \$ _____

Initiated by _____ Committee _____
Signature

CHECK TO BE MAILED TO: _____

RECEIPTS OR INVOICES MUST ACCOMPANY THIS VOUCHER
Any expenses over budget must be pre-approved by the Board

MAIL TO: Natalie Hawley, PSLA Treasurer
RR4 Box 19 Hawley Rd.
Montrose, PA 1801

PLEASE ITEMIZE EXPENDITURES ACCORDING TO CATEGORIES LISTED BELOW:

Telephone _____ Postage & Shipping _____ Supplies _____
Printing _____ Equipment _____ Fees _____
PSLA Conf. & Meetings _____ Delegate Expenses: Travel _____
Conferences _____
Other Expenses: _____

FOR TREASURER'S USE ONLY:..... Paid by Check # _____ Date _____

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Pennsylvania School Librarians Association

FORM FOR PROPOSING MAIN MOTIONS AND RESOLUTIONS

(Please complete in triplicate. All copies must be signed by the movers. Two copies must be sent to the Chair of Constitution and Bylaws)

Moved By: _____
(Last Name) (First Name) (Middle Initial)

(Address)

(School District) (Location)

Seconded by: Moved By: _____
(Last Name) (First Name) (Middle Initial)

(Address)

(School District) (Location)

Please Check: _____ Main Motion
_____ Amendment
_____ Resolution

Content:

Moved By _____
(Signature)

Seconded By _____
(Signature)

PENNSYLVANIA SCHOOL LIBRARIANS ASSOCIATION

PRINTING WORK ORDER

1. If submitting this form electronically, place an "x" next to each recipient of the form.

___ Printer ___ Treasurer ___ Membership/Database Manager ___ Membership Chair/Ship to ___ file copy

Copies to be sent:

- a. Send one copy to Printer and one copy to Treasurer
b. If the Printer is to do mailing, send one copy to Membership/Database Manager and one copy to Membership Chair.
c. If materials are to be shipped to someone other than the initiator of the printing order, send a copy to the person who will be receiving the materials.
d. Keep one copy for your files.

2. If submitting a paper copy form:

- e. Send white copy to Printer and green copy to the Treasurer
f. If the Printer is to do mailing, send yellow and pink copies to Membership. The yellow copy will be sent to the Printer along with labels. Pink copy will be kept by the Membership chair for Membership files.
g. If materials are to be shipped to someone other than the initiator of the printing order, send pink copy to the person who will be receiving the materials. Discard yellow copy.
h. Keep gold copy for your files.

TO: Name of Printer: _____

Date: _____

Address: _____

Work Order #: _____

(Obtain from representative of printer)

Phone Number: _____

JOB DESCRIPTION _____

QUANTITY _____

Initiated by: _____ Committee/Office: _____

Telephone: _____

Board Liaison (name) _____ Date of Board Liaison approval _____

Check the following if appropriate:

___ LABELS to be supplied by PSLA's Membership Committee

___ EXTRA COPIES of printed items to be shipped to:

Send ___ (indicate #) ADDITIONAL EXTRA COPIES to:

SHIP all printed materials TO:

SPECIAL INSTRUCTIONS: _____

Bill to: ___ PSLA Treasurer ___ PSLA Conference Treasurer

Electronic Communications Committee
Web page Publish Request

Please note that if you are sending an email message to the web master and include this information in the message, this specific form is not required. However, electronic publishing and photo releases, as applicable, still must be submitted to the webmaster.

Name of Committee Requesting Information to be published: _____

Contact person: _____ Email address: _____
Telephone _____ FAX: _____

Change of address?

Send Email changes to: millerg@qvsd.org

Specific part of the web page to be updated: i.e. Membership, Leadership. Pick bulleted section from front page and list links to lowest link available concerning your information. Please use exact terminology found on the web.

Do you intend for a new bullet or a new subdivision of an existing area to be created? If so, what is your projected plan for your committee's area of the page?

In what format do you intend to send the update? For short updates an imbedded email message is sufficient. For longer files, the webmaster can accept Word documents, text files, and pdf files (if no changes to the pdf file are necessary).

Dates this information should be available on the web.

Please complete the following:

____ I have a signed publication release form on file.

____ I have a signed photography release form on file.

____ Please send me the following release forms: publication release photography release

My mailing address is:

Thanks for your cooperation. Information and suggestions for webpage updates can be communicated to:

Gabriella Miller, Edgeworth Elementary School, 200 Meadow Lane, Sewickley, PA 15143, Phone 412.749.3638
gabriella_miller@comcast.net