

Oshkosh Public Library

Request to Expend Funds Using the Admin Office OPL Debit Card

Updated: 2/25/24

Requester Name: _____ **Department:** _____

Brief Description of Purpose for Requested Funds

2024 Board Approved Funding	Staff Requested Amount	Director or Director's Designee		
		Request Denied	Request Approved	Approval of Amount Listed Below
n/a General OPL Memorial Fund				

Development and Support

\$360.00 Sponsor WALC Spelling Bee Team				
\$3,000.00 Staff Development Day				
\$1,800.00 WI City Library Collaborative				

Programming Support

\$2,500.00 Book Club Books - Elementary				
\$2,500.00 Book Club Books - Tweens				
\$2,500.00 Book Club Books - Teens				
\$2,500.00 Book Club Books - Young Adults				
\$3,800.00 Reading Challenge Prizes - Elementary Books				
\$2,500.00 Reading Challenge Prizes - Tweens Books				
\$2,500.00 Reading Challenge Prizes - Teens Books				
\$2,500.00 Reading Challenge Prizes - Adults Books				
\$8,000.00 OPL Support to Lakefly Conference				
\$2,000.00 Freedom to Read				
\$1,000.00 Young Authors Program (Malnar Fund)				

Technology

\$2,400.00 J Nichols - Technology Fund				
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Director or Director's Designee Signature of Approval

Date

Debit Card Use Guidelines

- Admin office debit card may be used only for purchase of library materials, program supplies and equipment as approved by the board and by the Director or Director's Designee as approved above. Use must adhere to library's endowment budget allocations and financial guidelines.
- Prohibited expenses include personal purchases, cash advances, and any expenditure unrelated to library operations.

Signature: I agree to abide to the debit card use guidelines and, while checked out to me, I accept full responsibility for the card, charges made, and for retaining all receipts and transaction documentation

Check Out Date

Signature of Admin Office Staff confirming return of debit card and receipt of all transaction documentation

Return Date