

## BPPOA, Inc. Board of Directors Policy Memo

October, 2012

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The Board of Directors has approved a Visa credit card for the Property Manager to use for expenses possibly exceeding need for his \$200 expense advance in pocket and from vendors where the Property Manager does not have an established charge account. The credit limit requested of \$2,000 was issued as \$5,000 undoubtedly the new M & I Bank owners minimum credit limit. This charge card should have no service charge expense associated with it. In the event of a change in Property Managers, the card should be recovered and voided or reissued with the new Manager's name. This was issued in October, 2012. The monthly bill goes to R & S in Eagle River for matching with receipts scanned and sent to R & S by the Property Manager as incurred.

10/2012