

OPOA STANDING RULE

EXPENSE ACCOUNT

The following guidelines are for use by the OPOA Board of Directors in regards to creating and maintaining an expense account to be used for expenditures related to Association business. The purpose of this account is to provide reimbursement to any member of the OPOA Board of Directors who, in accordance with the OPOA By-Laws and Standing Rules, conducts business outside the course of normal duties to benefit the Association.

- 1) All expenditures from this account shall be approved through the OPOA President.
- 2) The expense account expenditures cannot exceed \$500 per month.
- 3) All expenditures require a receipt of purchase which will be provided to the office manager with a brief memorandum explaining the expenditure.
- 4) The Office manager shall give an update of the account activity at each board meeting.