

Association Credit Card Use Policy

Any credit card obtained by BOMA OEB for business use by an employee or Board Member is for association business use only. Cardholders may not, under any circumstances, use the credit card for personal purchases nor for guaranteeing any type of personal reservations (hotel, rental cars, etc.) nor for any other non-associated business use.

Any personal use of the association business credit card will be grounds for Board action.

The BOMA OEB credit card is to be used for BOMA business travel (hotel, air and meals) as well as other necessary purchases. For any business purchase using the business credit card, a receipt must be obtained and attached to the credit card statement and submitted to the BOMA OEB Treasurer for reconciliation. If the credit card is used to pay for a meal, the receipt must indicate who was in attendance and the purpose of the meal.

Monthly statements for the credit card will be given to the cardholder for reconciliation, which will then be provided to the Treasurer for review and approval and then BOMA OEB office for filing. Every charge/credit will be assigned a GL code and provided to the bookkeeper for data entry into QuickBooks. All charges will be paid off within specified billing cycle/grace period unless specifically authorized in writing by the BOMA OEB Board of Directors.