



ONLINE INVOICE APPROVAL

Association Name: _____

Bay Area Property Services (BAPS) agrees to perform all work as specified as follows:

Provide “Strongroom”; allowing Board access for online invoice approval and payment processing.

There will be no additional fee for this service. Date Effective: _____

(An additional signature card will be required and provided by your Community Association Manager)

Board Members Authorized to APPROVE: (up to 5)

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Board Members Authorized to VIEW: (up to 5)

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Number of APPROVALS Required to process payment:

Operating Expenses: _____
(At least ONE – up to TWO)

Reserve Expenses: _____
(TWO)

Association Name:

BAY AREA PROPERTY SERVICES:

Board Member Signature

Melissa Hajostek, COO

Date

Date