

**Manager:** Alison Snyder

**Business Purpose:** drinks for employee lunch

**Is this a Credit/Return:** No

**Vendor Code:** fb2631

**Card Name:** Firsttrust Bank

**Card Unit:**

**Card Receipt Total:** \$12.28

**Card Purchase Date:** Aug-12-2020

**Same Expense Code Per Property?:** Yes

**Same Description Per Property?:** Yes

**Card Purchase for Only One Property:** No

**Card Allocation Method:** Split Evenly

Building	Code Allocation Method	Property Cost	Property Unit#	Expense Code	Code Name	Code Desc	Expense Code Cost
Park at Westminster	Split Evenly	\$6.14		57227	Meetings & Conferences	Drinks employee lunch	\$6.14
Warrington Crossings	Split Evenly	\$6.14		57227	Meetings & Conferences	Drinks employee lunch	\$6.14

