



Manager: Doris Scipio

Business Purpose: Staff

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$157.73

Card Purchase Date: Sep-07-2023

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
Gardens of Mt. Airy	Split Evenly	\$31.55		57230	Food/Coffee Service	Ryan welcome staffing meeting	\$31.55

Mt. Airy Place	Split Evenly	\$31.55	57230	Food/Coffee Service	Ryan welcome staffing meeting	\$31.55
Willow Bend	Split Evenly	\$31.55	57230	Food/Coffee Service	Ryan welcome staffing meeting	\$31.55
Sedgwick Gardens	Split Evenly	\$31.55	57230	Food/Coffee Service	Ryan welcome staffing meeting	\$31.55
Sedgwick Terrace	Split Evenly	\$31.53	57230	Food/Coffee Service	Ryan welcome staffing meeting	\$31.53

Credit Card Receipt
 Amount of card \$ 75.85
 PAYEE'S PO# _____
 Received (in AP) Date 9/1/2023
 Property All Sites
 1st Approval [Signature]
 2nd Approval [Signature]
 Expense Code _____
 Receipt Total \$ 151.70
 Unit # _____
 Desc Staff
Meeting

Attach Receipt in this box
 Lost Receipt
 Receipt