



Manager: Doris Scipio

Business Purpose: office supplies

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$40.26

Card Purchase Date: Feb-13-2020

Same Expense Code Per Property?: No

Same Description Per Property?: No

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
Mt. Airy Arms	Split Evenly	\$40.26		57240	Office expenses	Supplies	\$40.26

Firsttrust Visa-Card Receipt

Item # right of card # 1050

PAY/SCAN POS

Receipt Date 2/12/2020

Property# 170

Approval [Signature]

Expense Code

Receipt Total \$ 40.26

Unit # Chapter

Desc: Office
Supplies

1. The purpose of this purchase is Office Supplies

2. I received permission to use my credit card and bypass our vendor system for this emergency purchase. (Yes) or No.

3. The Supervisor approving my purchase Jay K

Last Receipt