



Manager: Doris Scipio

Business Purpose: Farewell Lunch Alexis Mason

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$63.29

Card Purchase Date: May-31-2019

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	\$63.29		57290	Resident Activities	Luncheon	\$63.29

Forward Visa-Card Receipt

Attach Receipt to this form

Last Receipt

Last 4 digits of card # 7589

PAYSCAN POC n/a

Receipt Date 5/31/2019

Property# 110

Approval [Signature]

Expense Code

Receipt Total \$ 63.29

Unit #

Desc. Farewell
lunch for
Alexis
Mason

1. The purpose of this purchase is Farewell lunch for Alexis

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

3. The Supervisor approving my purchase [Signature]

[Red X] [Red X]