



Manager: Melissa Verdon

Business Purpose: soap and tea

Is this a Credit/Return: No

Vendor Code: fb3953

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$32.62

Card Purchase Date: Jan-31-2025

Same Expense Code Per Property?: No

Same Description Per Property?: No

Card Purchase for Only One Property: Yes

Card Allocation Method: Split Evenly

Building	Code Allocation Method	Property Cost	Property Unit#	Expense Code	Code Name	Code Desc	Expense Code Cost
Gateway Towers	Manually enter Split	\$32.62		56116	Custodial Supplies	soap	\$15.77
Gateway Towers	Manually enter Split	\$32.62		57230	Food/Coffee Service	tea	\$16.85