



Manager: Doris Scipio

Business Purpose: Last meeting of the year

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$38.70

Card Purchase Date: Dec-21-2023

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	\$7.74		57230	Food/Coffee Service	Meeting	\$7.74
Mt. Airy Place	Split Evenly	\$7.74		57230	Food/Coffee Service	Meeting	\$7.74

Willow Bend	Split Evenly	\$7.74	57230	Food/Coffee Service	Meeting	\$7.74
Sedgwick Gardens	Split Evenly	\$7.74	57230	Food/Coffee Service	Meeting	\$7.74
Sedgwick Terrace	Split Evenly	\$7.74	57230	Food/Coffee Service	Meeting	\$7.74

Attach Receipt in this box

Staff Meeting

- Credit Card Receipt

Card # 758

Received (on AP) Date 12/21/2023

Property BU 5 Representative

1st Approval [Signature]

2nd Approval [Signature]

Expense Code _____

Receipt Total \$ 88.70

Unit # _____

Desc. _____
