



Manager: Melissa Verdon

Business Purpose: Tea

Is this a Credit/Return: No

Vendor Code: fb3259

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$20.01

Card Purchase Date: Mar-27-2024

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	Split Evenly	\$20.01		57230	Food/Coffee Service	Tea	\$20.01