



Manager: Janice Gregg

Business Purpose: hand sanitizer for all desks

Is this a Credit/Return: No

Vendor Code: fb3002

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$114.16

Card Purchase Date: Oct-08-2025

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
LPM/Corporate Office	Split Evenly	\$114.16		57240	Office expenses	Hand sanitizers for Corp desks	\$114.16

