



Manager: Billie Schott

Business Purpose: lunch

Is this a Credit/Return: No

Vendor Code: fb7795

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$35.35

Card Purchase Date: Mar-04-2019

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 |
|-------------------------|------------------------|---------------|----------------|--------------|---------------------|---------------------|-------------------|
| Crossings at Stanbridge | Split Evenly           | \$35.35       |                | 57230        | Food/Coffee Service | Lunch for 450 Staff | \$35.35           |

Firsttrust - Visa Card Receipt

Attach Receipt in this box

last 4 digits of card # 7795

PAYSCAN PO# \_\_\_\_\_

Received (in AP) Date \_\_\_\_\_

Property# 138

1st Approval (Signature)

2nd Approval \_\_\_\_\_

Expense Code \_\_\_\_\_

Receipt Total \$ 35.35

Unit # \_\_\_\_\_

Desc: Lunch for  
group at 4.50

Missing Receipt

