



Manager: Doris Scipio

Business Purpose: Dunkin' Donuts maintenance meeting

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$34.34

Card Purchase Date: Oct-18-2022

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	\$6.87		57230	Food/Coffee Service	Maintenance meeting	\$6.87
Mt. Airy Place	Split Evenly	\$6.87		57230	Food/Coffee Service	Maintenance meeting	\$6.87

Willow Bend	Split Evenly	\$6.87	57230	Food/Coffee Service	Maintenance meeting	\$6.87
Sedgwick Gardens	Split Evenly	\$6.87	57230	Food/Coffee Service	Maintenance meeting	\$6.87
Sedgwick Terrace	Split Evenly	\$6.86	57230	Food/Coffee Service	Maintenance meeting	\$6.86

- Credit Card Receipt  
 Unit # \_\_\_\_\_  
 PAYEE'S FOR  
 Received (in AP) Date 10/18/2022  
 Property 120/122/123/125/170  
 1st Approval \_\_\_\_\_  
 2nd Approval \_\_\_\_\_  
 Expense Code \_\_\_\_\_  
 Receipt Total \$ 24.34  
 Unit # \_\_\_\_\_  
 Date \_\_\_\_\_

Attach Receipt in this box  
 Dunkin Donut  
 Maint. Staff Meeting w/ Joe