



Manager: Stephen Cicala

Business Purpose: Laundry gift card

Is this a Credit/Return: No

Vendor Code: fb7885

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$10.00

Card Purchase Date: Aug-31-2019

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 |
|----------------------|------------------------|---------------|----------------|--------------|---------------------|-------------------|-------------------|
| 450 Green Apartments | Split Evenly           | \$10.00       |                | 57290        | Resident Activities | Laundry gift card | \$10.00           |

Proctor-Vita-Cash Receipt

Unit # (type of unit) \_\_\_\_\_ 7005

Receipt Date \_\_\_\_\_ 6/15/2019

Property# \_\_\_\_\_ 101

Approval \_\_\_\_\_

Expense Code \_\_\_\_\_ 07200

Receipt Total \_\_\_\_\_ \$10.00

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

Date: (musty card for calls price)

1. The purpose of this purchase is \_\_\_\_\_

2. I received permission to use my credit card and bypass our vendor system for this emergency purchase. Yes or No \_\_\_\_\_

3. The Supervisor approving my purchase \_\_\_\_\_

Attached

*Missing receipt  
Cash machine  
out of paper.*

 