



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

ATTACHED RECEIPT TO THIS FORM

Missing receipt
collected from
out of paper

Product VISA-credit Receipt

Unit # _____ 7885

PAYCARD PIN _____

Receipt Date _____ 6/3/2019

Property# _____ 101

Approval# _____

Expense Code _____ 57280

Receipt Total _____ \$10.00

Unit # _____ Office

Descr _____ Laundry card for coffee price

The purpose of this purchase is _____

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

Signature Supervisor approving my purchase _____

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