



Manager: Billie Schott

Business Purpose: toner, paper and coffee for office

Is this a Credit/Return: No

Vendor Code: fb4732

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$171.54

Card Purchase Date: Sep-10-2022

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
Crossings at Stanbridge	Manually enter Split	\$171.54		57230	Food/Coffee Service	Kcup for office	\$32.34

Crossings
at
Stanbridge

Manually
enter Split

\$171.54

57240

Office
expenses

Toner
and
paper

\$139.20

