



Manager: Laura Reed

Business Purpose: office supplies

Is this a Credit/Return: No

Vendor Code: fb1352

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$57.19

Card Purchase Date: Oct-28-2021

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 |
|--------------------|------------------------|---------------|----------------|--------------|-----------------|-------------------|-------------------|
| York House (South) | Split Evenly | \$57.19 | | 57240 | Office expenses | Coffee cups, pads | \$57.19 |

