



Manager: Billie Schott

Business Purpose: Pens, labels, post it notes

Is this a Credit/Return: No

Vendor Code: fb4732

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$32.78

Card Purchase Date: Jan-15-2026

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	Split Evenly	\$32.78		57240	Office expenses	Pens, labels - post it notes	\$32.78