



Manager: Billie Schott

Business Purpose: Paper, post its, notebooks and coffee

Is this a Credit/Return: No

Vendor Code: fb4732

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$97.16

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

<b>Building</b>	<b>Code Allocation Method</b>	<b>Property Cost</b>	<b>Property Unit#</b>	<b>Expense Code</b>	<b>Code Name</b>	<b>Code Desc</b>	<b>Expense Code Cost</b>
Crossings at Stanbridge	Manually enter Split	\$97.16		57230	Food/Coffee Service	coffee for office - community room	\$50.57

Crossings  
at  
Stanbridge

Manually  
enter Split

\$97.16

57240

Office  
expenses

Paper,  
post it  
notes and  
notebooks

\$46.59