



Manager: Doris Scipio

Business Purpose: Cleaning products

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$32.64

Card Purchase Date: Mar-19-2020

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
Mt. Airy Arms	Split Evenly	\$32.64		56116	Custodial Supplies	Cleaning products for Corna	\$32.64

Firsttrust Visa-Card Receipt

last 4 digits of card # 7585

PAYSCAN FOR _____

Receipt Date 3/19/2020

Property# 170

Approval [Signature]

Expense Code _____

Receipt Total \$ 32.64

Unit # _____

Date: Cleaning
Products

1. The purpose of this purchase is Virus Cleaning Supplies

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

3. The Supervisor approving my purchase [Signature]

HOME DEPOT

Lost Receipt