



Manager: Doris Scipio

Business Purpose: Staff luncheon

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$28.99

Card Purchase Date: Mar-18-2020

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	\$28.99		57230	Food/Coffee Service	Staff luncheon	\$28.99

Firstnet Visa-Card Receipt	
Attach Receipt in this box	last 4 digits of card # 1585
FRECCA  Lost Receipt	PROPERTY CODE
	Receipt Date 01/12/2020
	Property# 170
	Approval [Signature]
	Expense Code
	Receipt Total \$ 29.99
	Unit #
	Desc Staff Lunch
1. The purpose of this purchase is Staff Lunch	
2. I received permission to use my credit card and bypass our vendor system for this emergency purchase. Yes or No	
3. The Supervisor approving my purchase [Signature]	