



Manager: Doris Scipio

Business Purpose: staff meeting

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$40.97

Card Purchase Date: Mar-05-2020

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	\$40.97		57230	Food/Coffee Service	Staff meeting	\$40.97

FirstNet Visa-Card Receipt	
Attach Receipt in this box	last 4 digits of card # <u>7585</u>
	PAYSCAN POF
	Receipt Date <u>3/5/2020</u>
	Property# <u>170</u>
	Approval <u>JS</u>
	Expense Code
	Receipt Total \$ <u>40.97</u>
	Unit #
	Desc: <u>Birthday</u>
	<u>Cake</u>
1. The purpose of this purchase is <u>Birthday Cake</u>	
2. I received permission to use my credit card and bypass our vendor system for this emergency purchase. Yes or No <u>No</u>	
3. The Supervisor approving my purchase <u>[Signature]</u>	