

**Manager:** Janice Gregg

**Business Purpose:** holiday party

**Is this a Credit/Return:** No

**Vendor Code:** fb3002

**Card Name:** Firsttrust Bank

**Card Unit:**

**Card Receipt Total:** \$137.25

**Card Purchase Date:** Dec-02-2020

**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
LPM/Corporate Office	Split Evenly	\$137.25		57240	Office expenses	Party boxes mailed Per ELindy	\$137.25

