



Manager: Stephen Cicala

Business Purpose: Lunch for Andrea R.

Is this a Credit/Return: No

Vendor Code: fb7885

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$13.20

Card Purchase Date: Dec-17-2019

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
450 Green Apartments	Split Evenly	\$13.20		57230	Food/Coffee Service	Lunch for Andrea R.	\$13.20

Attach Receipt in this box

Attached
Missing Receipt

Firstnet Visa-Card Receipt

Card # digits of card7885

PATROLA# PO#

Receipt Date12/17/2019

Property#191

Approval

Expense Code07230

Receipt Total\$13.30

Unit #Office

Date: Lunch for Andrea B. from Wynn

1. The purpose of this purchase is

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