



Manager: Billie Schott

Business Purpose: lunch

Is this a Credit/Return: No

Vendor Code: fb4732

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$58.94

Card Purchase Date: Jun-28-2019

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
Crossings at Stanbridge	Split Evenly	\$58.94		57227	Meetings & Conferences	Team lunch	\$58.94

Firsttrust Visa-Credit Receipt

Attach Receipt in this box

last 4 digits of card # 4732

PAYSCAN PO#

Receipt Date 6-28-19

Property# 188

Approval 422

Expense Code 57225

Receipt Total \$ 58.94

Unit #

Desc: team lunch

parking

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

