



Manager: Simquetta Lovett

Business Purpose: northeast monthly staff meeting

Is this a Credit/Return: No

Vendor Code: fb5831

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$231.93

Card Purchase Date: Nov-15-2023

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
Joshua House	Split Evenly	\$231.93		57230	Food/Coffee Service	Northeast monthly staff meet	\$231.93

[illegible]