



Manager: Doris Scipio

Business Purpose: office supplies

Is this a Credit/Return: No

Vendor Code: fb7585

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$72.82

Card Purchase Date: Jan-07-2021

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
Mt. Airy Arms	Split Evenly	\$72.82		57240	Office expenses	Office supplies	\$72.82

Firsttrust Visa-Card Receipt	
Attach Receipt in this box <i>Supplies</i>	last 4 digits of card # <u>7585</u>
	PAYSCAN POS _____
	Receipt Date <u>1/7/2021</u>
	Property# <u>190</u>
	Approval <u>SAV</u>
	Expense Code _____
	Receipt Total \$ <u>72.82</u>
	Unit # _____
	Desc. <u>Office</u>
	<u>Supplies</u>
The purpose of this purchase is <u>Office Supplies</u>	
I received permission to use my credit card and bypass our vendor system for this emergency purchase (Yes) or No _____	
The Supervisor approving my purchase <u>lys Luv K.</u>	