



Manager: Billie Schott

Business Purpose: Office supplies and coffee cups

Is this a Credit/Return: No

Vendor Code: fb4732

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$94.03

Card Purchase Date: Nov-14-2023

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
Crossings at Stanbridge	Manually enter Split	\$94.03		57230	Food/Coffee Service	coffee cups for office/comm. rm	\$32.65

Crossings at Stanbridge	Manually enter Split	\$94.03	57240	Office expenses	notebooks and toner	\$61.38
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