



Manager: Janice Gregg

Business Purpose: desk pad

Is this a Credit/Return: No

Vendor Code: fb3002

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$10.46

Card Purchase Date: Feb-26-2026

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
LPM/Corporate Office	Split Evenly	\$10.46		57240	Office expenses	Desk Pad for HR desk	\$10.46

