



Manager: Melissa Verdon

Business Purpose: file organizer - Janice

Is this a Credit/Return: No

Vendor Code: fb3953

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$28.61

Card Purchase Date: Aug-08-2025

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
Gateway Towers	Split Evenly	\$28.61		57240	Office expenses	file organizer - Janice	\$28.61