



Manager: Dawn Buck

Business Purpose: employee only sign and key rings

Is this a Credit/Return: Yes

Vendor Code: fb9185

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$22.24

Card Purchase Date: Dec-27-2024

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
Bromley House	Manually enter Split	\$22.24		56129	Keys & Locks Supplies	key rings	\$8.25
Bromley House	Manually enter Split	\$22.24		57240	Office expenses	employee only sign	\$13.99