



Manager: Felicia Howell

Business Purpose: coffee, towel dispensers, gloves

Is this a Credit/Return: No

Vendor Code: fb4167

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$199.89

Card Purchase Date: Oct-23-2019

Same Expense Code Per Property?: No

Same Description Per Property?: No

Card Purchase for Only One Property: No

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 | \$199.89 | | 56116 | Custodial Supplies | Towels, dispenser | \$139.89 |
| Bromley House | Manually enter Split | \$199.89 | | 57230 | Food/Coffee Service | Coffee, forks | \$60.00 |

