



Manager: Janice Gregg

Business Purpose: holiday lunch for office

Is this a Credit/Return: No

Vendor Code: fb3002

Card Name: Firsttrust Bank

Card Unit:

Card Receipt Total: \$170.10

Card Purchase Date: Dec-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
Piazza at Jenkintown/Corporate Office	Split Evenly	\$170.10		60123	Furniture	Lunch for corporate office	\$170.10

**Janice Gregg**

**From:** Stephen Furtak  
**Sent:** Monday, December 30, 2019 4:33 PM  
**To:** Janice Gregg  
**Cc:** Tina Watson  
**Subject:** Fuel Credit Card

Janice,

Tina looked it up and the Mr. Rick's invoice was for \$170.10 on 12/30/2019  
You can use this as your receipt.

**From:** Tina Watson <twater@conehomestiny.com>  
**Sent:** Monday, December 30, 2019 4:33 PM  
**To:** Stephen Furtak <sfurtak@conehomestiny.com>  
**Subject:** Re: Credit Card

Mr Rick 12/30/19: \$170.10

On Dec 30, 2019, at 4:12 PM, Stephen Furtak <sfurtak@conehomestiny.com> wrote:

We don't know how much it was though.

**From:** Tina Watson <twater@conehomestiny.com>  
**Sent:** Monday, December 30, 2019 4:12 PM  
**To:** Stephen Furtak <sfurtak@conehomestiny.com>  
**Subject:** Fuel Credit Card

I usually have them do a missing receipt form and take a snap shot of that to enter to the app.

Begin forwarded message:

**From:** Janice Gregg <jgregg@conehomestiny.com>  
**Date:** December 26, 2019 at 8:12:56 AM EST  
**To:** Tina Watson <twater@conehomestiny.com>  
**Cc:** Stephen Furtak <sfurtak@conehomestiny.com>  
**Subject:** Credit Card

Tina, we ordered lunch for the office staff on Monday, December 23, 2019 from Mr. Rick's.  
Stephen picked it up and they did not give him a receipt. I charged it on my company credit card.  
Stephen said this would be ok.  
Thank you.  
Janice