Adco Properties Inc.

1325 Millersport Hwy, Ste 109

Buffalo, NY 14221

716-631-0555

Vendor **Person making purchase** **Date**

Address

Purpose:

Date Ordered	Date Wanted	**Requested By**

Quantity	***Description***	***Price***	***Amount***	***Total***
		Total		

Circle Payment Method	Cash	Invoice	House	AMEX	VISA	INVENTORY

Approved By:

Cardholder: **Last four digits of Card:**

Check appropiate Code

✔	**Code**	**Description**
	1620	Appliances, Hot Water Tanks, Flooring, Carpeting
	5100	Advertising
	5320	Fees to rent apartments, Management Fees
	5340	Maintenance Supplies, Grass seed, Fuel for Mowers, Faucets, Boiler parts, Keys Locks
	5350	Hired Mainteance, Cleaning Service, Grass Service, Snow Service
	5370	Hired Repairs, Snake Sewer, Paint Bathtub, Repair Roof, Repair Washer/Dryers, Furnaces
	5450	Automobile Expenses, Fuel, Tolls, Auto Repairs, Insurance, Tires, Tune Ups, Inspections
	5620	Legal Fees, Cost of Evictions including Parking, meals to go to court, Marshall Service, Filing Fees
	5720	Office Supplies, Paper, pencils, stamps, envelopes, calculators, pencil sharpeners
	5740	Office Mainteance - Ink for printer, Repair Phone Service, Printer Manteance Etc
	5300	Employee Expense
	5360	Trash
	1800	Construction in Progress

Check appropiate property

	01	Terrace Blvd		20	Birchwood Court		29	Connor Road
	06	Arcade Apartments		21	Copley Court		30	77 Laverack Avenue
	08	Laverack Avenue		22	Town Houses (Aleed)		31	Linwood Avenue
	09	104 Hinchey Avenue		23	Losson Gardens		32	90 Laverack Avenue
	11	Nicholson Ave		24	66 Hinchey Avenue		33	770-784 Millersport
	16	Victoria Square		25	Patsy Lane			
	18	Eggert Road		27	591 Terrace		##1	Adco Properties
	19	Elmwood Avenue		28	Barton Court		98	Office (Millersport only)