UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: Domino's Pizza

Transaction date: 02/23/12

Transaction amount: $80.00

Describe items purchased and quantity purchased:

Pizza dinner for spectrum center volunteer training

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

Reason for Exception Memo: ☒ Receipt Missing ☐ Receipt Illegible ☐ Receipt Not Itemized ☐ Other

Receipt missing from $80 Domino's pizza charge. It was a pizza dinner for the volunteer training program held in the Spectrum Center. No alcohol was purchased.

Employee:

Ariana Bostian-Kentes
(Printed)

(Signature)

Approver:

Jackie D. Simpson
(Printed)

(Signature)

In accordance with SPG 507.10-1 *"In cases where a submitted expense does not conform to stated University policy, or if a receipt is lost or missing, an explanation is required when submitting the expense within the University's Travel and Expense System"*