UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: **February-March Spectrum Expenses**

Report date: 06-05-12

Transaction total: $1247.78

Describe items purchased and quantity purchased:

speaker travel costs and office supplies for SC

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Report was 45 days late because of tracking down receipts and reconciling expenses resulting in the report not being approved in a timely manner.

Employee:	Approver:
Ariana E. Bostian-Kentes	Jacqueline D. Simpson
(Printed)	(Printed)
(Signature)	(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"*