UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

P-Card Memo

Cardholder Name	Ariana E Bostian-Kentes	Cardholder phone	763-4186
Cardholder Email	abostian@umich.edu		
Project Name			
Shortcode		Trip No.	

If Shortcode not available

Fund	10000	Dept	600520	Program	ADMIN
Class	53000	Proj/Grant			

Vendor	Silvio's Organic Pizzeria	Amount	$62.39

Transaction No.	342168	Sequence	3	Trans. Date	10-02-10

Description of Purchase (what? who for? why?)	This memo is to account for the lack of itemized receipt for this pizza order. The pizza was delivered to a work-related retreat and the delivery person only had a receipt with the total amount of the order. The food ordered included several different pizzas, no alcohol was served.

Cardholder Signature		Approval Signature	
Cardholder Name	Ariana E Bostian-Kentes	Approval Name	Jacqueline D Simpson