UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

# Exception Memo

Vendor name: Mahek

Transaction date: 4/18/12

Transaction amount: $85.34

Describe items purchased and quantity purchased: This was an end-of-the-year luncheon with our student staff and interns to discuss their experiences as Spectrum team members over the past year.

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

| Employee: | Approver: |
|---|---|
| Will Sherry | Jackie Simpson |
| (Printed) | (Printed) |
| Will Sh | |
| (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"*