UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: Norton's Flowers and Gifts (TLF*NORTON'S FLWS & GI)

Transaction date: 11/17/2011

Transaction amount: $190.32

Describe items purchased and quantity purchased: roses for Transgender Day of Remembrance Ceremony

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Receipt missing for flower purchase.

Employee:

Ariana Bostian-Kentes
(Printed)

(Signature)

Approver:

Jackie 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"*