UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

# Exception Memo

Vendor name: Office Max

Transaction date: 2/05/2012 – 02/09/2012

Transaction amount: $299.97, $119.99, $11.98

Describe items purchased and quantity purchased:

A desk, chair, and pens for the spectrum center were purchased

Was alcohol purchased ☐ Yes ☐ No

If yes, amount:

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

The desk and chair purchased were only available as an in-store purchase and were the best-priced options available to replace broken equipment in the Spectrum Center. The furniture was not for health and wellness purposes – they were just the least expensive options. In addition, they were purchased at Office Max since we believed we were able to purchase directly from the store but we realize now that this is no longer an option.
Again, the pens were purchased at Office Max since we believed we were able to purchase directly from the store but we realize now that this is no longer an option. The purchase of the pens from Office Max was needed immediately for an event so we didn't want to wait to purchase them on the M-Marketsite. However, we will not be doing this in the future.

Employee:

Jackie Simpson

(Printed)

(Signature)

Approver:

Laura Blake Jones

(Printed)

Laura Blake Jones

(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"*