UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: Office Furniture and Supplies

Report date: 05/16/2012

Transaction total: $747.68

Describe items purchased and quantity purchased:

New desk and chair from Office Max and other office supplies for the Spectrum Center

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:

Jacqueline D. 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"*