UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: SAVA'S STATE STREET

Transaction date: 11/21/2011

Transaction amount: $3,250.00

Describe items purchased and quantity purchased: Reception for 40th anniversary pink carpet gala

food

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Around 200 people were in attendance at this event – cannot list all attendees.

Employee:

Ariana Bostian-Kentes
(Printed)

Ariana Bostian-Kentes
(Signature)

Approver:

Jackie D. 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"*