sava's

CATERING

CLIENT NAME/ORG: Will Sherry, LGBT Pride Conference
DATE: Friday, November 18th
TIME: 10:15pm in the mezzanine only, 11pm whole restaurant
NUMBER OF GUESTS: 200-300
LOCATION: Sava's

MENU: Mediterranean Trio with pita $3.5pp
Pecan Chicken Skewers $3pp
Caprese Skewers $3pp
Antipasto Platter $3pp

ADDITIONAL SERVICES: Appetizer buffet set-up upon arrival, separate checks for alcoholic beverages, $1,000 space fee.

PER PERSON PRICE: $12.5
FOOD SUBTOTAL: $1,875.00 (based on quantities of 150)
TAX: $112.50
GRATUITY: $375.00
TOTAL: $2,362.50
TOTAL WITH SPACE FEE: $3,362.50

Received By: _____
Coordinators: Sava Lelcaj and Felicia Flores

216 S. State Street Ann Arbor, MI. 48104 734.623.2233 www.savasrestaurant.com

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"*