UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: September Charges for the Spectrum Center

Report date: 10/13/2011

Transaction total: $390.00

Describe items purchased and quantity purchased:

Office supplies and event food 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, multiple submissions and reports being sent back to employee resulting in the report not being approved in a timely manner.

Employee:

Ariana E. Bostian-Kentes
(Printed)

(Signature)

Approver:

Jacqueline 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"*