UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: U-Go's

Transaction date: 4/05/2012

Transaction amount: $9.15

Describe items purchased and quantity purchased:

Plates, cups and napkins for volunteer training pizza lunch

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Receipt missing. The plates, cups and napkins were for our spring volunteer training.

Employee:	Approver:
Ariana Bostian-Kentes	Jackie Simpson
(Printed)	(Printed)
(Signature)	(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"*

UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: U-Go's

Transaction date: 4/05/2012

Transaction amount: $6.14

Describe items purchased and quantity purchased:

Plates and napkins for Coming Out Group final meeting

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Receipt missing. The plates and napkins were for the final meeting for our Coming Out Support group for their cookie cake.

Employee:

Ariana Bostian-Kentes
(Printed)

(Signature)

Approver:

Jackie 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"*

UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: **April-May SC Office Expenses**

Report date: 05-21-12

Transaction total: $714.17

Describe items purchased and quantity purchased:

Office supplies, Lavender Graduation expenses, volunteer program expenses

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:

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"*