TOP TOP TOP

# FAX COVER PAGE

(see instructions below)

**Fax this page and your receipts to:**
**866-428-9026 Inside US/Canada**

## Report Summary

| | |
|---|---|
| **Report Name :** | September Charges |
| **Employee Name :** | Bostian-Kentes, Ariana E. |
| **Report Key :** | 196535 |
| **Report Id :** | 32F53CB754D846269F18 |
| **Employee ID :** | 46785121 |
| **Company ID :** | DCFB5 |
| **Report Total :** | $390.00 |
| **Amount Due Employee :** | $0.00 |
| **Amount Due Company Card :** | $390.00 |

## Receipts to Fax

- [ ] 09/02/2011; Advertising/Marketing/Public Relations; $101.44;
- [x] 09/02/2011; Hosting Refreshments/Snacks; $87.20;
- [ ] 09/09/2011; Instructional Supplies; $105.02;

BOTTOM BOTTOM BOTTOM

## INSTRUCTIONS FOR FAXING DOCUMENTS

(do not fax this page)

**American Button Machines ®**
**1845 Summit Avenue, Suite 408**
**Plano, TX 75074**
**972-985-5074**

# Invoice

| Date | Invoice # |
|---|---|
| 9/7/2011 | 64592 |

PAID

| Bill To | Ship To |
|---|---|
| Ariana Bostian-Kentes<br>530 South State Street<br>Michigan Union - Room 3200<br>Ann Arbor, MI 48109 | Ariana Bostian-Kentes<br>530 South State Street<br>Michigan Union - Room 3200<br>Ann Arbor, MI 48109<br><br>Phone # 734-730-0802 |

| P.O. No. | Terms | Ship | Via |
|---|---|---|---|
| W36226 | Pay Pal | 9/7/2011 | Ground |

| Qty | Part # | Description | Price | Amount |
|---|---|---|---|---|
| 250 | 291 | 1.75" Pinback Button Sets: Mylar, Shell, Pinback | 0.1198 | 29.95 |
| 250 | 291 | 1.75" Pinback Button Sets: Mylar, Shell, Pinback | 0.1198 | 29.95 |
| 250 | 291 | 1.75" Pinback Button Sets: Mylar, Shell, Pinback | 0.1198 | 29.95 |
| 1 | UPSGr... | UPS Ground - 1ZR9488Y0396961817 | 15.17 | 15.17 |

**Total** $105.02

**Thank You For Your Order!**
**All claims must be made within 30 days of ship date.**
**Claims received after 30 days will not be honored.**
**Visit our website at www.AmericanButtonMachines.com**

**Bostian-Kentes, Ariana**

**From:** CondomJungle@condomjungle.com
**Sent:** Friday, September 02, 2011 11:13 AM
**To:** spectrumcenter@umich.edu
**Subject:** CondomJungle.com Order Confirmation

CONDOM JUNGLE

CustomerID# 1124

Thank you for your order. Your order number is 22792, placed 09/02/2011 at 08:12AM.

**Bill To:**

Spectrum Center
Ariana Bostian-Kentes
3200 Michigan Union
530 S. State St.
Ann Arbor, MI 48109-1308
United States
734-763-4186
spectrumcenter@umich.edu

**Ship To:**

Spectrum Center
Ariana Bostian-Kentes
3200 Michigan Union
530 S. State St.
Ann Arbor, MI 48109-1308
United States
734-763-4186

**Payment Info:**

**Credit Card**: MasterCard
Ariana E Bostian-Kentes
**********3999

**Shipping Method:**

USPS - 4 Business Days Shipping

**Order Details:**

| Code | Item | Qty | Price | Grand Total |
|---|---|---|---|---|
| OC0012010-0002 | ONE Condoms Pride Mix - Pack of 200 | 1 | $89.99 | $89.99 |

Subtotal: $89.99
Tax: $0.00
Shipping Cost: $11.45
Grand Total: $101.44

Thank you for shopping at CondomJungle.com!

Potbelly Sandwich Shop
www.potbelly.com
300 S. State St
Ann Arbor, MI 48104
(734) 205-7000

Host: Online 09/02/2011
Cashier: Joseph
Emily Byl 12:49 PM
REPRINT# 4

| | |
|---|---|
| Basic Bel/Chips (16 @5.45) | 87.20 |
| Subtotal | 87.20 |
| Tax Exempt #386006309 | 0.00 |
| Total | 87.20 |
| M/C #XXXXXXXXXXXX3999 | 87.20 |

Auth:114710

Cust# 89 BYL

TRY OUR NEW
CHICKEN & CHEDDAR SANDWICH

EMILY BYL
616-9010351

IL
ZONE:
MAP:

*** DELIVERY ***

--- Check Closed ---

# Online Ordering Detail

| Order # | Name on Order | Company | People Served | Date Received | Pick up Delivery | Pick up Delivery Date Time |
|---|---|---|---|---|---|---|
| 900050 | Spectrum Center | | | 09/19/2011 | Pick up | 09/23/2011 8:30 AM |

| Qty | Description | | Price | ExtPrice |
|---|---|---|---|---|
| 2 | BAGEL PACK | | $13.99 | $27.98 |
| | 4 | CINN CNCH BULK | | |
| | 4 | ASI BGL BULK | | |
| | 4 | FNCH TST BULK | | |
| | 2 | BLUBRY BULK | | |
| | 4 | CHOC CHIP BULK | | |
| | 2 | SES BGL BULK | | |
| | 4 | EVRYTHNG BULK | | |
| | 2 | PLAIN BGL BULK | | |
| | 1 | TUB PLAIN BLK | | |
| | 1 | TUB PLAIN LF BLK | | |
| | 1 | TUB RASBRY BLK | | |
| | 1 | TUB VEGGIE BLK | | |
| | 1 | SLICED IN 1/2 | | |
| 1 | TOTE DARK RST | | $12.59 | $12.59 |
| 1 | TOTE LIGHT RST | | $12.59 | $12.59 |

| | |
|---|---|
| **Sub Total** | $53.16 |
| **Tax** | $3.19 |
| **Delivery Charge** | $0.00 |
| **Order Total** | **$56.35** |
| **Tip** | _____ |
| **Grand Total** | _____ |
| **Customer Signature** | |
| **Payment Method** | CreditCard |

**Phone Number:** 734-764-4186 **Email:** abostian@umich.edu

**Pick Up Address:** 601366 Ann Arbor, MI - N. University Avenue (#1366)
777 N University Ave
Ann Arbor, MI 48104

**Special Instructions:** Plates, Napkins, Forks, Knives, Cups |

UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

# Exception Memo

Vendor name: AUNTIE ANNES

Transaction date: 09/02/2011

Transaction amount: $39.99

Describe items purchased and quantity purchased: Cookie cake for Spectrum Center Welcome Event

Was alcohol purchased ☐ Yes ☐ No

If yes, amount:

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

Receipt was illegible

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"*

# BIG COOKIE CAKE ORDER FORM

*** Please Print Clearly ***

**Name** Kentes (Last Name) Ariana (First) **Order Date** _____ **Date and Time Due** 9/6 4pm

**Address** 3200 Michigan Union (Street Address) (City) (State) (Zip)

**Phone #** 763-4186 **Email** abostian@umich.edu

*Big Cookie Cake Flavor* Chocolate chip

*Big Cookie Cake Size*
- ☐ 16" Round
- ☐ Heart
- ☐ Half Sheet
- ☒ Full Sheet
- ☐ Other _____
- ☐ Make it a Double Layer

*Design #/Name* Spectrum Center
*OR*
*Choose Your Message* Spectrum Center Welcomes You!
(Double Check Spelling!)

*Choose Your Border*
- ☒ Star
- ☐ Ball
- ☐ Loop
- ☐ Zig Zag

*Choose Your Icing Colors*
Border _____
Writing _____
Overwriting _____

*Payment Method*
- ☐ Cash
- ☐ Check
- ☒ Credit/Debit

*Pre-Paid?*
- ☒ Yes
- ☐ No

☐ *Special Instructions?* Same design as picture

2[illegible]862
ANN [illegible] ANNES MI133
30 OUTH STATES ST
7342272280
MRS FIELDS

[illegible]TEMBER 02, 2011 03:12P

[illegible] XXXXXXXXXXXX3999
[illegible] : N/A MASTERCARD
[illegible] : CREDIT SALE

[illegible] 245361
Ref [illegible] 047 Approval : 854204
Pur [illegible]

TOT[illegible] 39.95

X _____
[illegible] OSTIAN-KENTES

[illegible] PA[illegible] ABOVE TOTAL AMOUNT
[illegible] [illegible] ISSUER AGREEMENT
[illegible] AGREE[illegible] [illegible] CREDIT [illegible]

MRS. [illegible] COOKIE

[illegible] NT COPY