UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: Madras Masala

Transaction date: 5/24/2012

Transaction amount: $20.98

Describe items purchased and quantity purchased:

Lunch at Madras Masala for the office assistant hiring committee meeting

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Receipt missing. The lunch was for the SC office assistant hiring committee. No alcohol was purchased.

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"*