

### MEETING MINUTES

School Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

Kind of Meeting (circle one):      Regular      Special      Other

The meeting was called to order by: \_\_\_\_\_

The minutes of the meeting dates \_\_\_\_\_ were read, corrected and approved on \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

Roll Call by: \_\_\_\_\_

# of Members Present: \_\_\_\_\_ # of Members Absent: \_\_\_\_\_ Meeting Attendees (attach separate list)

The following purchase orders were approved and/or invoices submitted for payment:

Approve	Oppose	Requisition#	Payable to	Amount	Purpose
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	_____

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Communication and Reports:  
Old Business:

New Business:

Announcements:

Submitted by:  
Secretary: \_\_\_\_\_ *signature*      Advisor: \_\_\_\_\_ *signature*