**Student Council or Club Meeting Minutes**

**Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 dated were read and approved (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 (list below or attach separate list):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purchase Order Number | Vendor Name | Amount | Club | Purpose of  Expenditure |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Motion by: Second by:

Vote Count: Number For: Number Opposed: \_\_\_\_\_\_\_\_\_

The following invoices were submitted for payment (list below or attach separate listing):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check Number | Payable To | Amount | Club | Purpose of Expenditure |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Motion by: Second by:

Vote Count: Number For: Number Opposed:

Other motions:

Motion by: Second by:

Vote Count: Number For: Number Opposed:

Communication and Reports:

Old Business:

New Business:

Unfinished Business:

Announcements:

Submitted by:

ASB Secretary:

(Signature and Date)

ASB Club Advisor:

(Signature and Date)

Forwarded to ASB Student Council Minutes on:

 Date

Signed official copy placed in binder for official record on:

 Date