



CLUB PURCHASE REQUEST FORM

Name of Club: _____

Meeting Date: _____ Time: _____ Location: _____ Called to order by: _____

The following **PURCHASE ORDER(S)** were approved (**list below or attach separate listing**):

Vendor Name:	Amount:	Purpose of Expenditure:

The following **PAYMENTS/REIMBURSEMENTS** were submitted for payment (**list below or attach listing**):

Payable to:	Amount:	Purpose of Expenditure:

The following **TRANSFERS OF FUNDS** were approved (**list below or attach separate listing**):

Vendor Name:	Amount:	Reason for Transfer:

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

MEETING ATTENDEES SIGN IN SHEET

Club /Team Member (Sign and date): _____

Club/Coach Advisor (Sign and date): _____