

Check Requests

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

Check # (to be assigned)	PO #	Payable To	Brief Description	Amount	Club

Approved by Unanimous Consent (circle one) Yes No	Complete if Not Approved by Unanimous Consent			
	<i>Motion by:</i>		<i>Second by:</i>	
	<i>Vote Count</i>	<i>Number For:</i>		<i>Number Opposed:</i>

Fundraising Activities Requests

The following fundraising activities requests were approved:

Club	Fundraiser Name	Proposed Date(s)	Brief Description	Revenue Potential (Est. Revenues - Est. Expenses)

Approved by Unanimous Consent (circle one) Yes No	Complete if Not Approved by Unanimous Consent			
	<i>Motion by:</i>		<i>Second by:</i>	
	<i>Vote Count</i>	<i>Number For:</i>		<i>Number Opposed:</i>

Reports

Old Business:

New Business:

Other Business:

Committee Reports:

Name of Committee: _____

Name of Committee: _____

Name of Committee: _____

Name of Committee: _____

Financial Reports:

Cash Receipts Total	Cash Disbursements Total	Club Account Balance	Encumbered Balance (Open PO's)	As of (DATE)

Budget Revisions:

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<u>Adjourned:</u>	<i>Motion by:</i>		<i>Second by:</i>		<i>Time:</i>	
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Respectively Submitted:

ASB Officer Signature: _____ Date: _____

ASB Advisor Signature: _____ Date: _____

Minutes Reviewed By:

Principal/Admin Signature: _____ Date: _____

Attachments:

- ASB Meeting Attendees List
- Student Club Meeting Minutes
- All Purchase Order Requests (ASB Leadership & Student Clubs)
- All Check Requests (ASB Leadership & Student Clubs)
- All Fundraising Activities Requests (ASB Leadership & Student Clubs)
- Any ASB Committee Report attachments (as indicated in the Committee Reports section)