

STUDENT ACTIVITY MEETING MINUTES

Student Meeting Minutes must be signed by the **Club Treasurer**, the **Club Sponsor** and an **additional student officer**. At least two student officer signatures are required. A signed copy of the meeting minutes must be attached to **ALL** purchase requisitions. The meeting minutes must include the detail and amount of the approved expenditures with a breakdown of purchases to be made. Include the Vendor Name, Purpose of the Expense and Dollar amount on the Action items below.

Action Item 1:

Description of Event/Expense:

Event Date:

Vendor(s) Name:

Approved Dollar Amount \$:

Action Item 2:

Description of Event/Expense:

Event Date:

Vendor(s) Name:

Approved Dollar Amount \$:

Action Item 3:

Description of Event/Expense:

Event Date:

Vendor(s)Name:

Approved Dollar Amount \$:

Motion to Approve:

School Name:	
Club Name:	
Date of Meeting:	
*Student Treasurer (Signature)/Title:	
Student Officer (Signature)/Title:	
Student Officer (Signature)Title:	
Student Officer (Signature)/Title:	
Student Officer (Signature)/Title:	
Sponsor Name (Print Name)	
*Sponsor Signature Required:	

***Prior to ordering any materials or services, ensure you have an approved purchase order**