

Student Club Minutes

Meeting Date: _____ Meeting Time: _____ Location: _____

The meeting was called to order by: _____

The minutes of the meeting dated _____ were read and approved (corrected and approved)

The following purchase orders were approved: *List below or attach separate listing*

Purchase Order #	Vendor Name	Amount	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*

Invoice #	Payable To	Amount	Purpose of Expenditure

Motion by: _____ Second by: _____

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

Communication and Reports:

Old Business:

New Business:

The Treasurer's report showed a balance of \$ _____ and was reviewed and approved (corrected and approved)

Submitted by:

Club Secretary: (Signature and Date) _____

Club Advisor: (Signature and Date) _____

Meeting Attendees: *List below or attach separate listing*

