

**Club Meeting Minutes**

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

Meeting Date: Meeting Time: Location:

The meeting was called to order by:

The minutes of the previous meeting were read and approved or corrected and approved (circle one)

The following **purchase orders** have been approved: (provide vendor quote)

|  |  |  |
| --- | --- | --- |
| **Vendor Name:** | **Est Amount:** | **Purpose of Expenditure:** |
|  |  |  |
|  |  |  |
|  |  |  |

The following items are approved to purchase:

|  |  |  |
| --- | --- | --- |
| **Payable to:** | **Est Amount:** | **Purpose of Expenditure:** |
|  |  |  |
|  |  |  |
|  |  |  |

Motion by: Second by:

**Communication and Reports:**

Old Business:

New Business:

Submitted by (Sign and date):

ASB Secretary (Sign and date):

ASB Advisor (Sign and date):

Meeting Attendees (list below or attach separate listing):

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |