

Student Council or Club Meeting Minutes

Name of School _____

Name of Club _____

Associated Student Body 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 Number	Vendor Name	Amount	Club	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):

Check Number	Payable To	Amount	Club	Purpose of Expenditure

Motion by: _____ Second by: _____

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

Old Business:

New Business:

Submitted By: _____

ASB Secretary: _____

(Signature & Date)

ASB Advisor: _____

(Signature & Date)

Meeting Attendees (List below or attach separate listing):