MEETING MINUTES

School Name: _____________________________________

Club Name: _____________________________________ Account #: ______________

Meeting Date: ______________ Meeting Time: ______________ Location: ______________

Kind of Meeting (circle one): Regular Special Other

The meeting was called to order by: ________________________________________

The minutes of the meeting dates ______________ were read, corrected and approved on ______________

Presiding Officer: _________________________________

Roll Call by: _________________________________

# of Members Present: _________ # of Members Absent: _________ Meeting Attendees (attach separate list)

The following purchase orders were approved and/or invoices submitted for payment:

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<th>Approve</th>
<th>Oppose</th>
<th>Requisition#</th>
<th>Payable to</th>
<th>Amount</th>
<th>Purpose</th>
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Motion by: ______________________________ Second by: ______________________________

Communication and Reports:

Old Business:

New Business:

Announcements:

Submitted by: Secretary: ______________________  Advisor: ______________________

signature  signature

Revised 8/2016