



Date: __/__/__

Meeting Date: _____ Meeting Time: _____ Location: _____

Communication and Reports:

Old Business:

New Business:

The meeting was called to order by: _____.

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

Request for Purchase Order (RPO):

Vendor/Payee Name	Amount	Acct/Club Name	Purpose of Expenditure

Fundraisers:

Fundraiser/Vendor Name	Date	Time	Location	Acct/Club Name

Motion by: _____ Second by: _____

Vote Count: _____ Number for: _____ Number Opposed: _____

Secretary: Signature and Date: _____

Advisor: Signature and Date: _____