

Petaluma High School

ASB Club Minutes

Club Name: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

Type of Meeting (circle one): Regular Special Other

The meeting was called to order by _____.

The meeting minutes dated _____ were read/approved (corrected/approved) on _____.

Presiding Officer: _____ Roll Call by: _____

of Members Present: _____ # of Members Absent: _____

The following purchase orders were approved (list below or attach separate list):

<i>PARF#</i>	<i>Vendor Name</i>	<i>Amount</i>	<i>Purpose of Expense</i>

Motion by: _____ Second by: _____

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

The following invoices were submitted for payment (list below / attach separate listing):

<i>PARF#</i>	<i>Vendor Name</i>	<i>Amount</i>	<i>Purpose of Expense</i>

Motion by: _____ Second by: _____

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

Other Motions:

Motion by: _____ Second by: _____

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

Communications & Reports

Old Business: _____

New Business: _____

Unfinished Business: _____

Announcements: _____

◆◆ Meeting Attendees: *attach sign-in sheet*

Submitted by Club Secretary: _____

Signature & date

APPROVAL

ASB Club Advisor: _____

Signature & date

Forwarded to ASB Student Council on _____.

Date

Placed signed official copy in binder for official record on _____.

Date