

Club/Commission MEETING MINUTES**Club/Commission Name**

Meeting Date:_____ Meeting Time_____ Location:_____

The meeting was called to order by:_____ Minutes of our previous meeting dated_____ were read and approved (or corrected and approved).

The following purchase orders were approved: List below (continue on back if needed)

Purchase Order #	Vendor Name	Amount	Club/Commission	Purpose of Expenditure

Motion to Approve Minutes & P.O. by:_____ Second by:_____

Ayes_____ Nays_____ Abstentions_____ Passed ☐ Denied ☐ Tabled ☐

Decision(s) Made	Who Does this affect?

Action Item(s)	Status	Who Responsible	Due Date

Additional Notes:

Minutes prepared by

Club Secretary/Commission Secretary/ASB Secretary:_____

Club Advisor/Commission Advisor/ASB Advisor: _____

Meeting Attendees (Attach listing to this document)

White Copy – Office

Yellow Copy – Club (after approval)

Pink Copy – ASB