

STUDENT ACTIVITIES

_____ School Name

Activity/Club Meeting Minutes

Date: _____

The _____ club/activity authorized the expenditure of

\$_____ at a duly convened meeting of the club members on

_____ (date) at _____ a.m. / p.m.

The votes cast at the meeting were:

In Favor _____

Against _____

Abstain _____

Purpose of the expenditure is as follows: **MUST INCLUDE** (activity, purpose of purchases, types of items that will be purchased and name of vendor/vendors).

By checking box the Student Club approves any additional tax or freight charges within the 10% ERP system default of the approved amount.

_____ Club Officer (date)

_____ Club Sponsor (date)