

Time Stamp: _____
Staff Initial: _____

ASOCC Club Minutes for Expenditure Approvals Form

Please submit this form along with the Check Request/Transfer form and original itemized receipt(s) within 30 days of purchase.

Club Name: _____ Meeting Date: _____

This meeting was called to order by: _____

The following motions for club expenditures were made and approved:

Motion/Purpose	Payable To	Amount

Minute report prepared and submitted by club officer:

Name: _____ Phone Number: _____

Club Position Name: _____

Signature: _____

Name of Club Advisor: _____

Signature of Club Advisor: _____

Date: _____