

## BVM's Club Meeting Minutes

Instructions: During official club meetings you are expected to complete minutes. This provides guidelines as to what information you must include. It is highly recommended that you type and keep copies of every meeting minutes for three years in case of an audit by the School District or State. It is especially important that you record meeting minutes when your club decides to spend money. ASB reserves the right to require a copy of meeting minutes upon requesting a PO and/or check. Feel free to record additional information regarding your meeting. You may choose either to use this form or type the same information in a separate document.

Name of Club: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Advisor: \_\_\_\_\_

## Approved Purchases

Vendor/Payee	Items to be purchased	Reason	Amount

\*Please attach additional sheets if necessary. Be sure to submit a PO with copy of estimate BEFORE purchasing or Check Request with approved signatures and original invoices or receipts.

Motion for approval by: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Total Vote Count: \_\_\_\_\_ Number for: \_\_\_\_\_ Number opposed: \_\_\_\_\_

**Spending club funds:**

- Vote and approve any expenditures as a club. Record the vote approving the expenditure on a meeting minutes form.**
- Submit a **Prior Approval** form to the ASB store with 2 copies of the quote/invoice and club minutes.
- ASB will review the request. If the request is approved, a PO or check will be issued.
- Only AFTER the Prior Approval for Expenditure Form has been approved** can you purchase or place the order. **If you purchase or place an order BEFORE the Expenditure has been approved, your club will kindly thank you for your donation.**
- Submit any receipts/invoices to the ASB so the check can be sent to the vendor.