Poway High School ASB

Club Meeting Minutes

Organization: _____

1. Date & Time of Meeting: _____
2. Location of Meeting: _____
3. Meeting called to Order by: _____
4. Minutes of previous meeting were: _____ Read & approved

   _____ Corrected & approved
5. The following purchase orders/ financial requisitions were submitted or payment and approved:

	P.O. # / Req.	Vendor / Payable to:	Amount:	Purpose:
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____
D.	_____	_____	_____	_____

Motion: _____

Moved by: _____ Seconded by: _____

6. Reports and old business:

7. New Business:

_____

_____

_____

_____

_____

_____

Submitted by: _____ (Student Secretary)

_____ (Advisor)