

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: \_\_\_\_\_