

Pacific Grove High School

Club Minutes

Meeting date: _____ Meeting time: _____ Location: _____

Calling the meeting to order: _____

The minutes of the meeting dated _____ are read and approved (corrected and approved).

The following purchase orders (or requisitions) were approved: List below or attach a separate list.

| P.O # | Vendor | Amount | Purpose |
|-------|--------|--------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Check or checks requested: _____

Motion by: _____ Second by: _____

Vote count: _____ Number for: _____ Number opposed: _____

Communication and reports:

Old business: _____

New business: _____

Submitted by:

Club Secretary: (signature and date) _____

Club Advisor: (signature and date) _____

Meeting attendees: _____