



**Check Requests**

*The following invoices submitted for payment, were approved (list below or attach separate listing):*

| Check #<br>(to be assigned) | PO # | Payable To | Brief Description | Amount | Club |
|-----------------------------|------|------------|-------------------|--------|------|
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |
|                             |      |            |                   |        |      |

|  |  |                    |                   |                        |
|--|--|--------------------|-------------------|------------------------|
| <b>Approved by Unanimous Consent (circle one)</b><br><br>Yes    No | <b>Complete if Not Approved by Unanimous Consent</b> |                    |                   |                        |
|  | <i>Motion by:</i>                                    |                    | <i>Second by:</i> |                        |
|  | <i>Vote Count</i>                                    | <i>Number For:</i> |                   | <i>Number Opposed:</i> |

**Fundraising Activities Requests**

*The following fundraising activities requests were approved:*

| Club | Fundraiser Name | Proposed Date(s) | Brief Description | Revenue Potential<br>(Est. Revenues - Est. Expenses) |
|------|-----------------|------------------|-------------------|--|
|      |                 |                  |                   |  |
|      |                 |                  |                   |  |
|      |                 |                  |                   |  |
|      |                 |                  |                   |  |

|  |  |                    |                   |                        |
|--|--|--------------------|-------------------|------------------------|
| <b>Approved by Unanimous Consent (circle one)</b><br><br>Yes    No | <b>Complete if Not Approved by Unanimous Consent</b> |                    |                   |                        |
|  | <i>Motion by:</i>                                    |                    | <i>Second by:</i> |                        |
|  | <i>Vote Count</i>                                    | <i>Number For:</i> |                   | <i>Number Opposed:</i> |

Reports

**Old Business:**

**New Business:**

**Other Business:**

**Committee Reports:**

*Name of Committee:* \_\_\_\_\_

*Name of Committee:* \_\_\_\_\_

*Name of Committee:* \_\_\_\_\_

*Name of Committee:* \_\_\_\_\_

**Financial Reports:**

| Cash Receipts<br>Total | Cash Disbursements<br>Total | Club Account<br>Balance | Encumbered<br>Balance (Open PO's) | As of (DATE) |
|------------------------|-----------------------------|-------------------------|-----------------------------------|--------------|
|                        |                             |                         |                                   |              |

**Budget Revisions:**

|  |
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|  |
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|                   |                   |  |                   |  |              |  |
|-------------------|-------------------|--|-------------------|--|--------------|--|
| <b>Adjourned:</b> | <b>Motion by:</b> |  | <b>Second by:</b> |  | <b>Time:</b> |  |
|-------------------|-------------------|--|-------------------|--|--------------|--|

***Respectively Submitted:***

ASB Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Minutes Reviewed By:***

Principal/Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments:**

- ASB Meeting Attendees List
- Student Club Meeting Minutes
- All Purchase Order Requests (ASB Leadership & Student Clubs)
- All Check Requests (ASB Leadership & Student Clubs)
- All Fundraising Activities Requests (ASB Leadership & Student Clubs)
- Any ASB Committee Report attachments (as indicated in the Committee Reports section)