

**CANYON DEL ORO HIGH SCHOOL
STUDENT ACTIVITIES MEETING MINUTES & REQUISITION**

CLUB/ORGANIZATION: _____

MEETING HELD ON DATE: _____

MEETING CALLED TO ORDER AT: _____ am/pm

(ATTACH ROSTER WITH MEMBERS PRESENT AND SIGNATURES)

REQUEST FOR PURCHASE ORDER OR CHECK

PURCHASE ORDER/CHECK TO: _____ AMOUNT: \$ _____

(Circle one)

MAILING ADDRESS: _____

MOTION:

MOTION BY: _____ SECONDED _____

VOTE: _____ in favor/opposed/abstain

MEETING ADJOURNED: _____

CLUB OFFICER: _____

(Signature)

SPONSOR: _____

(Signature)

FOR BOOKSTORE USE ONLY

PURCHASE ORDER NO. ISSUED: _____ DATE: _____

CHECK NO: _____ DATE: _____