



# FILL OUT COMPLETELY

## CLUB MEETING FINANCIAL ACTION

Please complete this form and attach to the Requisition or Independent Contract.

Remember to: **List first and last names** of club members and the dollar amount for financial approval.

Club: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Attendance of Club Members (**list first and last names** - use back of paper or attach additional sheet for more attendance):

\_\_\_\_\_

1. Description of Expenditure: \_\_\_\_\_

2. Motion: To approve \$ \_\_\_\_\_

3. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. # of Yes Votes: \_\_\_\_\_ # of No Votes: \_\_\_\_\_

_____ Secretary's Signature	_____ Date	_____ Club Advisor's Signature	_____ Date
<b>If no secretary's signature then two designated officer's signatures are needed.</b> <b>(Club Advisor's Signature is always required)</b>			
_____ Designated Signature	_____ Date	<b>and</b>	_____ Designated Signature
			_____ Date

Purpose: Verification of club member's approval at club meeting for financial transactions.

Timeline: Attach this form or club meeting minutes to requisition/Independent Contract with W9 and receipts for check.

Form Available: On the ICC computers in the Club Room and in the mailbox in the Student Activities Office.

### Complete the following information:

1. Club Name
2. Day of Meeting
3. List club member and use back of this sheet if needed
4. What is the item/event/date/and to whom to be reimbursed
5. What is the dollar amount
6. Who is making the motion
7. Who seconded the motion
8. How many club members voted yes and no
9. Secretary and club advisor's signature is required. In the event there is no secretary signature, then club treasurer, (co) president and advisor's signature is required