



CLUB MEETING FINANCIAL ACTION

(FILL OUT COMPLETELY)

Please complete this form and attach it to the DASG and Club Account Check Request form or Limited Engagement Agreement (LEA).

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

- 1. Club: _____
- 2. Meeting Date: _____
- 3. Attendance of Club Members (**list first and last names** - use back of paper or attach additional sheet for more attendance)

- 4. Description of Expenditure: _____
- 5. Motion: To approve \$ _____
- 6. Made by: _____
- 7. Seconded by: _____
- 8. # of Yes Votes: _____ # of No Votes: _____

9.	Secretary's Signature	Date	Club Advisor's Signature	Date
	If there is no secretary's signature then two designated (Co-President, Vice President, or Treasurer) Officer's signatures are needed. (Club Advisor's Signature is always required)			
	Designated Signature	Date	and	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 the DASG and Club Account Check Request or Limited Engagement Agreement (LEA) with W-9 and receipts for check.

Form Available: In the ICC revolving literature rack outside the Office of College Life, Student Accounts Office, and web site www.deanza.edu/clubs

Complete the following information:

- 1. Club Name
- 2. Day of Meeting
- 3. List club members and use the 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 the (Co) President, Vice President, or Treasurer and Advisor's signature is required