

# TUHSD Request for Purchase Order / Meeting Minutes

*You **MUST** complete all fields for the P.O. to be processed. Please return signed form to BOOKSTORE MANAGER.*

Student Funds (850)  
  Tax Credit Funds (526)  
  Auxiliary Funds (525)  
  Gifts & Donations (530)

Name of Club: \_\_\_\_\_ Club Number: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUESTED P.O.s:**

Vendor Name and Address	Fund	Brief description of items/services	Amount	Motioned by / Seconded and Approved by (Student Names)	Date for PO to be closed
	<input type="checkbox"/> 850 <input type="checkbox"/> 526 <input type="checkbox"/> 525 <input type="checkbox"/> 530				
	<input type="checkbox"/> 850 <input type="checkbox"/> 526 <input type="checkbox"/> 525 <input type="checkbox"/> 530				
	<input type="checkbox"/> 850 <input type="checkbox"/> 526 <input type="checkbox"/> 525 <input type="checkbox"/> 530				

**MEETING MINUTES:**

Meeting called to order at: \_\_\_\_\_ Meeting adjourned at: \_\_\_\_\_

Members Present: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Summary of Meeting Topics:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Club Sponsor Signature:** \_\_\_\_\_

**Club Sponsor Printed Name:** \_\_\_\_\_

**Club Officer Signature:** \_\_\_\_\_

**Club Officer Printed Name:** \_\_\_\_\_