



## APHOES Minutes Requisition Form

Minutes of an APHOES committee or sub-committee meeting can be requested by other committees and sub-committees to review for the purpose of facilitating shared goals and projects. To request meeting minutes, complete all fields below and submit the form via fax or email to the Executive Board Secretary. (Contact information for Secretary is available on the APHOES website). The Secretary will present the request to the Executive Board which will release the minutes to the member named below.

<b>Date request submitted:</b>	
<b>Requisition submitted by:</b>	
<b>Contact information:</b>	<b>Phone:</b> <b>Email:</b> <b>Fax:</b>
<b>Requesting committee or sub-committee:</b>	
<b>Minutes requested:</b> (sub)committee name & date/quarterly meeting)	
<b>Purpose of request:</b> (describe why minutes are needed)	