Attendees: Mike Wills, Isaac Balasundarum, Clement Balasundarum, Greg Rainwater, Darin Wallace, Betty Lewis, Tim Stipp, Dana Heinrich, Rachel McGinnis, Kathie Bachelet, Neosha Mackey, Julie Abney, and Shirley Mitchell

Meeting began at 1:30 p.m.

Mike Wills presented the Bid Processing Guidelines and the document distributed at the meeting can be found in the handout section.

Isaac Balasundarum discussed Procurement Card allowable purchases and unallowable/excluded purchases. The list he provided is in the handout section.

The December 16th meeting will be held in the Library, Room 302 at 1:30 p.m.