

College Council Chair Waddell called the meeting to order at 2:45 p.m.

**MEMBERS PRESENT**

Taylor Ruhl, Administrative Representative

**1. Purchase order cut-off date: April 30, 2012 – John Lau**

Chair Waddell stated VP Lau was unable to attend the meeting. Chair Waddell reported that the cut-off date for purchase orders is April 30<sup>th</sup>. She stated the reason for the April 30<sup>th</sup> date is to ensure that all orders are received by June 30<sup>th</sup>; otherwise the purchase order must be paid out of the 2012-2013 budget. She clarified that purchases may still be made after April 30<sup>th</sup>.

