



REGULAR MEETING OF THE PURCHASING TASK FORCE

**Wednesday, March 3, 2021 – 1:30 p.m.
Virtual Meeting
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Chair Remarks
5. Member Comments (Items Not on the Agenda)

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

- Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name Purchasing Task Force in the subject line of the email. Name and unit number must be included.
- By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

6. Department Head Update

Items for Discussion and Consideration

7. Purchasing Process
8. Terms and Conditions
9. Signature Authority

Future Agenda Items

Concluding Business:

10. Task Force Member Comments
11. Date of Next Meeting – To Be Determined
12. Adjournment

Bunny Carpenter, Chair
Betty Parker, Staff Officer
Telephone: 949-597-4201