

**Approval queue for TEA positions**

<b>Central Services</b>	<b>Requisition Approvers</b>
1	Hiring Manager
2	Budgeter of area/department
3	VC of Area
4	Kathy Nguyen ( <b>only for Foundation funded assignments</b> )
5	Kris Lestini, HR Specialist ( <b>only if T2 or T4</b> )
6	Claudia Ruelas, HR Technician
7	Myisha Washington, HR Director

<b>Foothill College</b>	<b>Requisition Approvers</b>
1	Red Lucas, Budget Analyst
2	Kathy Nguyen ( <b>only for Foundation funded assignments</b> )
3	Kris Lestini, HR Specialist ( <b>only if T2 or T4</b> )
4	Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”)
5	AVP or VP of Area (if opened by Dean or Supervisor)
6	Bret Watson, VP Finance & Admin Services
7	Claudia Ruelas, HR Technician
8	Myisha Washington, HR Director

<b>De Anza College</b>	<b>Requisition Approvers</b>
1	Hiring Manager/Supervisor
2	Budgeter of area/department
3	Kris Lestini, HR Specialist ( <b>only if T2 or T4</b> )
4	AVP or VP
5	Martin Varela, Director of Budget & Personnel
6	Kathy Nguyen ( <b>only for Foundation funded assignments</b> )
7	Claudia Ruelas, HR Technician
8	Myisha Washington, HR Director