

## PERSONNEL REQUISITION APPROVAL QUEUE

### Central Services

Requisition Owners:	Requisition Approvers:
Initiator	Hiring Manager
Kris Lestini	VC of Area
	Joni Hayes Lamprey
	Kris Lestini
	Thuy Quach
	Marietta Harris

### Foothill

Requisition Owners:	Requisition Approvers:
Initiator	Red Lucas
Kris Lestini OR Patti Conens	Kathy Nguyen (only if Foundation funded)
Red Lucas	Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”)
Kathy Nguyen (only if Foundation funded)	VP of Area (if opened by Dean or Supervisor)
Mike Mohebbi	Bernata Slater
	Thuy Nguyen
	Joni Hayes Lamprey
	Dorene Novotny (only if Faculty position)
	Kris Lestini OR Patti Conens
	Thuy Quach
	Marietta Harris (only if Classified/Admin position)

### De Anza

Requisition Owners:	Requisition Approvers:
Initiator	Bret Watson
Kris Lestini OR Patti Conens	VP of Area for Instruction & Student Svcs (Stacey Cook or Christina Espinosa-Pieb)
Bret Watson	Susan Cheu
	Joni Hayes Lamprey
	Dorene Novotny (only if Faculty position)
	Kris Lestini OR Patti Conens
	Thuy Quach
	Marietta Harris (only if Classified/Admin position)