

**Owners to be added for TEA positions**

| <b>Central Services</b> | <b>Requisition Owners</b>                                      |
|-------------------------|--|
| 1                       | Requisition submitter  |
| 2                       | Johnny Shay, HR Technician                                     |
| 3                       | Kathy Nguyen ( <b>only for Foundation funded assignments</b> ) |

| <b>Foothill College</b> | <b>Requisition Owners</b>                                       |
|-------------------------|---|
| 1                       | Requisitions Submitter (Dean, Director, VP/Manager, Supervisor) |
| 2                       | Red Lucas and Raine Phan (WOC), Budget Analyst                  |
| 3                       | Johnny Shay, HR Technician                                      |
| 4                       | Kathy Nguyen ( <b>only for Foundation funded assignments</b> )  |
| 5                       | Damin Deng  |

| <b>De Anza College</b> | <b>Requisition Owners</b>                                      |
|------------------------|--|
| 1                      | Requisition submitter  |
| 2                      | Budgeter of area/department                                    |
| 3                      | Martin Varela, Director of Budget & Personnel                  |
| 4                      | Kathy Nguyen ( <b>only for Foundation funded assignments</b> ) |
| 5                      | Johnny Shay, HR Technician                                     |