

**From:** Gina Ginete <gina.ginete@lacity.org>  
**Sent time:** 10/01/2019 12:56:25 PM  
**To:** Livea Yeh <livea.yeh@lacity.org>; Michelle Chan <michelle.chan@lacity.org>  
**Cc:** Rodel Dela Cruz <rodel.delacruz@lacity.org>; Heather Bleemers <Heather.Bleemers@lacity.org>; Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Subject:** Re: Work Order Request for CPC-2019-4639

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Hi Livea and Michelle,

Please advise on the email below.

Thank you.

**Gina Ginete**  
Accountant  
II  
□  
DEPT OF CITY PLANNING  
T 213.978.0169  
E [gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)  
**2nd Friday RDO**  
200 N. Spring St., Suite 570  
Los Angeles, CA 90012

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On Tue, Oct 1, 2019 at 11:26 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

It is only urgent in the sense that I have worked several hours on this project and I would like to bill it accordingly. But if you are ok with me billing it to a generic work order, I can do that.

Thanks!

On Tue, Oct 1, 2019 at 8:35 AM Gina Ginete <[gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)> wrote:

Hi Mindy,

This will be process next week. I have to process payroll this week. If this is urgent, please let us know.

Thank you for your patience.

**Gina Ginete**  
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□  
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On Tue, Oct 1, 2019 at 8:17 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Just following up on this request.

Thank you.

On Thu, Sep 26, 2019 at 5:30 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Please see attached WO Request Forms and Invoice (scanned under one single PDF) for the above-referenced project.

Thanks!

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**Mindy Nguyen I Major Projects**

City of Los Angeles | Department of City Planning  
221 N Figueroa St Suite 1350 I Los Angeles CA 90012  
E: [mindy.nguyen@lacity.org](mailto:mindy.nguyen@lacity.org) I T: 213 847 3674

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**Mindy Nguyen I Major Projects**

City of Los Angeles | Department of City Planning  
221 N Figueroa St Suite 1350 I Los Angeles CA 90012  
E: [mindy.nguyen@lacity.org](mailto:mindy.nguyen@lacity.org) I T: 213 847 3674

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City of Los Angeles | Department of City Planning  
221 N Figueroa St Suite 1350 I Los Angeles CA 90012  
E: [mindy.nguyen@lacity.org](mailto:mindy.nguyen@lacity.org) I T: 213 847 3674