

From: Michelle Chan <michelle.chan@lacity.org>
Sent time: 10/01/2019 01:46:27 PM
To: Mindy Nguyen <Mindy.Nguyen@lacity.org>
Cc: Gina Ginete <gina.ginete@lacity.org>; Rodel Dela Cruz <rodel.delacruz@lacity.org>; Livea Yeh <livea.yeh@lacity.org>; Heather Bleemers <Heather.Bleemers@lacity.org>
Subject: Re: Work Order Request for CPC-2019-4639

Hi Mindy,

Did you start working on this project in the pay period ending 9/28/19? Please advise.

Michelle Chan
Departmental Chief Accountant
City of Los Angeles
Department of City Planning
Administrative Services
213-978-1285

On Tue, Oct 1, 2019 at 11:26 AM Mindy Nguyen <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> 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 DEPT OF CITY PLANNING
Ginete T 213.978.0169
Accountant E gina.ginete@lacity.org
II **2nd Friday RDO**
□ 200 N. Spring St., Suite 570
Los Angeles, CA 90012

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On Tue, Oct 1, 2019 at 8:17 AM Mindy Nguyen <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> 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 I T: 213 847 3674

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