



Memorandum

Date: July 30th, 2015

To: Karen Janney

From: Hector Ornelas Jr.

Re: Washing Machine & Reclining Chairs

In March, Alternative Education submitted a work order to repair the washer in the Teen Parent Program (TPP). After following up on the work order, on May 8th, we received communication that the washer could not be repaired. As the budgets were frozen for the year, we were unable to submit a requisition to purchase a new washer. We recently were able to get a verbal quote from Aztec Appliance (the vendor would not give a written quote) and have sent through a requisition for the purchase (RQ16002009).

In regards to the reclining chairs, the Alternative Education office was never informed of any such need to be able to address the issue. I will look into the need as it relates to these items.

Hector Ornelas Jr (مدير)
Director

467 Moss Street, Chula Vista, CA 91911 (619)796-7300/796-7310 FAX: 425-4603

"Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics."

SUHSD Board Policy 0410.