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Creator/Drafter	Sequence Name	Department	Asst. Dept Head Approver 1 Name
<b>Example:</b>	Finance with Budget	Finance	John Doe (dept head is
Lilian Burgess		Engineering	Mike Tatalovich
Kelly Lewis		Waste Management	Kristin Ruffell
Denise Mays		Technical Services	Jodie Lanza
Elizabeth Martinez		Human Resources	Suzanne Anderson
Liliana Cervantes		Solid Waste	Ignacio Murillo
Debbie Hong		Facilities Planning	Derek Zondervan
Alex Valdez		Financial Management	Felicia Petrie
Denise Springer		Front Office	Kimberly Christensen

Sequence Name	Sequence #	Department	Approver Name
		District Counsel	Jessica Lienau
		Engineering	Mike Tatalovich
		Engineering	Sam Espinoza
		Facilities Planning	Derek Zondervan
		Facilities Planning	Ray Tremblay
		Facilities Planning	Paula Crowell
		Facilities Planning	Christina Mathews
		Financial Management	Felicia Petrie
		Financial Management	Andrew Hall
		Front Office	Matt Eaton
		Front Office	Martha Tremblay
		Front Office	Robert Ferrante
		Front Office	Kim Christensen
		Front Office	Denise Springer
		Front Office	Sharon Kotoff
		Front Office	Rechelle Asperin
		Front Office	Elizabeth Escoto

Front Office	Michael Hsyu
Human Resources	Suzanne Anderson
Human Resources	Jennifer Allen
Solid Waste	Ignacio Murillo
Solid Waste	Mark Revilla
Technical Services	Jodie Lanza
Technical Services	Ajay Malik
Waste Management	Kristin Ruffell
Waste Management	Brian Louie

<b>Sequence Name</b>	<b>Sequence #</b>	<b>Department</b>	<b>Creator/Drafter</b>
		Engineering	Lilian Burgess
		Facilities Planning	Debbie Hong
		Financial Management	Alex Valdez
		Front Office	Denise Springer
		Human Resources	Elizabeth Martinez
		Solid Waste	Liliana Cervantes
		Technical Services	Denise Mays
		Waste Management	Kelly Lewis

Fill in the below form using the exam

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*Early Approver* - a user who must approve the  
*Due days* - number

Business days to approve (2 is standard)	Approver type (approver, early approver, FYI)	Department Head Approver 2 Name	Business days to approve (2 is standard)
2	Approver	Jane Doe (finance)	2
2	Approver	Sam Espinoza	2
2	Approver	Brian Louie	2
2	Approver	Ajay Malik	2
2	Approver	Jennifer Allen	2
2	Approver	Mark Revilla	2
2	Approver	Ray Tremblay	2
2	Approver	Andrew Hall	2
2	Approver		

Due Days	Action Type	Email Template	
		<a href="mailto:jlienau@nossaman.com">jlienau@nossaman.com</a>	
		<a href="mailto:mtatalovich@lacsds.org">mtatalovich@lacsds.org</a>	
		<a href="mailto:sespinoza@lacsds.org">sespinoza@lacsds.org</a>	
		<a href="mailto:dzondervan@lacsds.org">dzondervan@lacsds.org</a>	
		<a href="mailto:rtremblay@lacsds.org">rtremblay@lacsds.org</a>	
		<a href="mailto:paulacrowell@lacsds.org">paulacrowell@lacsds.org</a>	Admin
		<a href="mailto:cmathews@lacsds.org">cmathews@lacsds.org</a>	Admin
		<a href="mailto:fpetrie@lacsds.org">fpetrie@lacsds.org</a>	
		<a href="mailto:ahall@lacsds.org">ahall@lacsds.org</a>	
		<a href="mailto:meaton@lacsds.org">meaton@lacsds.org</a>	
		<a href="mailto:mtremblay@lacsds.org">mtremblay@lacsds.org</a>	
		<a href="mailto:rferrante@lacsds.org">rferrante@lacsds.org</a>	
		<a href="mailto:kchristensen@lacsds.org">kchristensen@lacsds.org</a>	Admin
		<a href="mailto:dspringer@lacsds.org">dspringer@lacsds.org</a>	Admin
		<a href="mailto:skotoff@lacsds.org">skotoff@lacsds.org</a>	Admin
		<a href="mailto:rasperin@lacsds.org">rasperin@lacsds.org</a>	Admin
		<a href="mailto:elizabethescoto@lacsds.org">elizabethescoto@lacsds.org</a>	Admin

[mhsu@lacsds.org](mailto:mhsu@lacsds.org)  
[suzanneanderson@lacsds.org](mailto:suzanneanderson@lacsds.org)  
[jallen@lacsds.org](mailto:jallen@lacsds.org)  
[imurillo@lacsds.org](mailto:imurillo@lacsds.org)  
[mrevilla@lacsds.org](mailto:mrevilla@lacsds.org)  
[jlanza@lacsds.org](mailto:jlanza@lacsds.org)  
[amalik@lacsds.org](mailto:amalik@lacsds.org)  
[kruffell@lacsds.org](mailto:kruffell@lacsds.org)  
[blouie@lacsds.org](mailto:blouie@lacsds.org)

Admin

**Email Template**

[lburgess@lacsds.org](mailto:lburgess@lacsds.org)  
[dhong@lacsds.org](mailto:dhong@lacsds.org)  
[alexvaldez@lacsds.org](mailto:alexvaldez@lacsds.org)  
[dspringer@lacsds.org](mailto:dspringer@lacsds.org)  
[elizabethmartinez@lacsds.org](mailto:elizabethmartinez@lacsds.org)  
[lilianacervantes@lacsds.org](mailto:lilianacervantes@lacsds.org)  
[djmays@lacsds.org](mailto:djmays@lacsds.org)  
[kellylewis@lacsds.org](mailto:kellylewis@lacsds.org)

## Approval Sequence

Example text in red as a guide. Add additional names to the right of the list as needed for additional approvers.

### Definitions:

*Approver* - a user who must approve an agenda item. This user will be able to edit the item.

*FYI* - a user who receives notification only of the approval process. FYI individuals receive notification of an agenda item, but can also review the item before their turn in the sequence. Until it is their turn, they can also review the item. The number of days an approver has to approve an item. The system ignores weekends, but does not ignore holidays.

Approver type (approver, early approver, FYI)	Legal Approver 3 Name	Business days to approve (2 is standard)	Approver type (approver, early approver, FYI)	Deputy Asst. Chief Approver 4 Name	Business days to approve (2 is standard)
Early Approver	John Smith (legal)	2	Approver	John Doe (dept head)	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2
Approver	Jessica Lienau	2	Approver	Matt Eaton	2

Due Days

Action Type



**es**

ditional approvers. Please make sure to indicate the approvers full name in the Approver N

n and supporting documents and then approve or disapprove the file.

als will not be required to approve or disapprove the file.

their turn, Early approvers can only approve a file, they cannot disapprove, extend, etc, and s not skip holidays. FYI approvers will always have 0 days as they do not take action.

Approver type (approver, early approver, FYI)	Assist Chief Eng. Approver 5 Name	Business days to approve (2 is standard)	Approver type (approver, early approver, FYI)	Chief Engineer Approver 6 Name	Business days to approve (2 is standard)
Approver	John Doe (dept head is	2	Approver	John Doe (dept head is	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2
Approver	Martha Tremblay	2	Approver	Robert Ferrante	2

Email Template Due Days

Action Type

Email Template Due Days

Action Type



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Name column.

they cannot edit the file.

Approver type (approver, early approver, FYI)	Board Secretary Approver 7 Name	Business days to approve (2 is standard)	Approver type (approver, early approver, FYI)	Admin Approver 8 Name	Business days to approve (2 is standard)
Approver	Fred Jones (county	0	FYI	Fred Jones (county	0
Approver	Kim Christensen	0	FYI	Denise Springer	0
Approver	Kim Christensen	0	FYI	Denise Springer	0
Approver	Kim Christensen	0	FYI	Denise Springer	0
Approver	Kim Christensen	0	FYI	Denise Springer	0
Approver	Kim Christensen	0	FYI	Denise Springer	0
Approver	Kim Christensen	0	FYI	Denise Springer	0
Approver	Kim Christensen	0	FYI	Denise Springer	0

Email Template







Approver type (approver, early approver, FYI)	Admin Secretary Approver 11 Name	Business days to approve (2 is standard)	Approver type (approver, early approver, FYI)
FYI	Sally Jones (Clerk)	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI
Early Approver	Elizabeth Escoto	0	FYI