

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET**

PERSONNEL MEMORANDUM NO. 1, 2012-2013

TO: All Crewmembers
FROM: Andres Gonzales, Director of Human Resources
SUBJECT: Photocopy Machine Request
DATE: October 20, 2013

Thank you for requesting new photocopy machines for newly hired employees.

For the last 10 years, employees had have access to different photocopies machines located on all floors. Every floor in the building has 4 photocopy machines disperse in the main office and it is available for everyone to use.

At this moment, we are working on current projects to accommodate future requests from employees and most of the business related expenses are listed by corporate to be added in the budget for the next fiscal year 2013-2014. Approval of such a costly expense in such a little time can cause a serious hardship to the company's budget.

We can provide with a connection to our supply office where we have three photocopy machines. Recently employees will be able to use these machines in conjunction with existing employees. The computers are user friendly and easy to maneuver, if help is needed, our IT department can be reached at all times to troubleshoot any problems that any of our employees might encounter.

Thank you for all the efforts you have made to continue making our Crewmembers feel the more welcomed and to make them feel like family.

Attentively,

Andres Gonzales
Director of Human Resources