

To: Oscar Garza, Buyer
Rolando Flores, Buyer
Purchasing Department

From: Daniel Flores, Director
Buildings and Grounds Department

Re: Door Modification Desired by Auditor

Date: August 28, 2007

The modification of the wood door can be accomplished by Buildings & Grounds carpenters. Although would have to wait until such time as employees have finished moving the remaining departments to the New Administration Building and work orders that were not done due to the moving get caught up.

An approximate waiting time is about four (4) months.

Thank you for your prompt cooperation with this matter, if in need of additional information please contact me at direct ext. (956)289-7855.

cc:
Marty Salazar, Purchasing
Valde Guerra, Budget & Management