



YONKERS
PUBLIC SCHOOLS

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Dr. Edwin M. Quezada
Superintendent of Schools

Dr. Andrea S. Coddett
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Lissette Colón-Collins
Assistant Superintendent
Division of Language Acquisition, Funded Programs,
School Counseling & the Arts

Jordan González
Director
Language Acquisition/Bilingual/ENL/
Dual Language/World Languages

Date: February 11, 2020

To: Dr. Quezada

From: Lissette Colón-Collins

Re: Requisition Justification

Please be advised that the Language Acquisition department entered a requisition for Oneida Herkimer BOCES vendor and the Purchase Order was voided out of the system by the Purchasing Department. This was the first time the Oneida Herkimer BOCES engaged in providing the NYSED approved foreign language exam for graduation, they did not expect the demand needed by participating districts. However, their submission of the invoice was long overdue, even after multiple communications to request it. With your permission, we would like to process the Purchase Order for this vendor so that we may process their payment.

Thank you,

Lissette Colón -Collins

“One language sets you in a corridor for life. Two languages open every door along the way”
-Frank Smith