



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-036

Date: August 30, 2011

To: Santa Clara County District Customers

From: Cathy McKim

Re: Important Closure Information

Please be advised that the District Business & Advisory Services (DBAS) Department will be unavailable on Friday, September 2nd due to staff development. For your convenience, all accounts payable and payroll warrants submitted on Thursday will be inserted into your District's mailbox for normally scheduled pickup on Friday.

Additionally, the Santa Clara County Office of Education will be closed on September 5th in observance of the Labor Day. All accounts payable batches released after 3pm on Friday, September 2nd will be available for pickup on Tuesday, September 6th.

The DBAS Staff thanks you for your continued support and reminds you that look forward to serving you in fiscal year 2011-12.

Please share this information as deemed appropriate.