



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Urgent 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: 12-906

Date: March 30, 2012

To: District Chief Business Officers
District Fiscal Directors
District Payroll and Human Resource Officers

From: Nimrat Johal

Re: E-mail Communication about Bank Match File Failure

Please be aware that holders of Accounts Payable and Payroll warrants issued today may be unable to cash these warrants today. There was a technical glitch that caused the bank match file to fail thereby rendering these warrants unrecognizable.

For those employees and other holders of warrants who are going to Bank of America branches to cash their warrants, we have advised the bank to call us for confirmation. All of the District Business and Advisory Services staff is on alert to ensure that they validate these checks when called by the bank. This process has been working well thus far.

An updated file has been sent to the bank this morning and has been uploaded by the bank. We should be able to resume smooth operations later this afternoon.

If you have questions about this communication, please feel free to contact your district Advisor.

Please share this information as deemed appropriate.

Approved by: Kenneth Shelton

Chief Business Officer