

District Business & Advisory Services

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

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

Bulletin: 13-002

Date: July 3, 2012

To: District Fiscal Directors

From: Nimrat Johal, Director- District Business & Advisory Services

Re: Fiscal Year End Support

Please be advised that as in previous years, District Business and Advisory Services (DBAS) will provide extended hours of service starting with July 5, 2012 through August 13, 2012. This is being done to accommodate the needs of the districts as they close their books for fiscal year 2011-12. Extended support hours are as follows:

- Business hour support will be provided during the hours of 7:30 AM through 5:00 PM, Monday through Friday.
- Non-business hours support will be provided between the hours of 5:00 PM and 8:00 PM, Monday through Friday.
- Weekend support will be provided via e-mail only between the hours of 10:00 AM and 4:00 PM.

To reach us during non-business hours, please use the following telephone numbers:

- Cathy McKim: (510)-684-5471
- Jason Vann: (516)-984-3937
- Jenina Salcedo: (408)-476-3141
- Kolvira Chheng: (408)-898-0190
- Nimrat Johal: (925)-699-8750

In order to minimize the disruptions caused by vacations, we are sharing our extended vacation (in excess of one or two days) schedules as follows:

- Nimrat Johal: July 5 through July 11, 2012; July 30 through August 1, 2012
- Jason Vann: July 23 through July 27, 2012

All e-mail communication will be responded to while the team members listed above is on vacation.

Please distribute this memo within your District as deemed appropriate.