



**District Business & Advisory Services**

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

Bulletin: 13-042

Date: December 17, 2012

From: Nimrat Johal and Cathy McKim

Re: Holiday Closure- Important Notice-

Greetings!

The holiday season is rapidly approaching and we want to notify you that District Business & Advisory Services (DBAS) is planning for the reduced customer service required during this time of the year.

Since the majority of your districts will be closed during the weeks of December 24<sup>th</sup> through January 4<sup>th</sup>, we have encouraged our staff to relax and spend this time with their family and friends; and will be closing our office during this time as well.

For emergencies, your District Advisor or Cathy McKim will be available via e-mail or cell phone. ([cathy\\_mckim@sccoe.org](mailto:cathy_mckim@sccoe.org) or 510-684-5471.)

Please note that there will be no Accounts Payable or Payroll Warrants processed during this time.

Warrant Processing Schedule:

	Accounts Payable				Payroll Processing				
	Cutoff Date	Cut Off Time	Available Date	Available Time	Cutoff Date	Cut Off Time	Available Date	Available Time	Pay Date
Last	Dec 21st	3:00 pm	Jan 7th	10:00 am	Dec 20th	10:00am	Dec 21 <sup>st</sup>	10:00 am	Dec 21st
First	Jan 7 <sup>th</sup>	3:00 pm	Jan 8 <sup>th</sup>	10:00 am	Jan 7 <sup>th</sup>	5:00 pm	Jan 9 <sup>th</sup>	2:00 pm	Jan 10th

We will resume full support during the following week, Monday, January 7<sup>th</sup> from 7:30 am to 5:30pm.

Thank you for your continued support.  
Happy Holidays to you and your families from your DBAS Team!

