



District Business & Advisory Services

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

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

Bulletin: 13-054

Date: February 14, 2013

From: Cathy McKim

Re: February Holiday Closure

The purpose of this bulletin is to remind you that the Santa Clara County Office of Education will be closed on Monday and Tuesday, February 18th and 19th, in observance of Lincoln’s Birthday and Presidents Day. We will resume full support during on Wednesday, February 20th from 7:30 am to 5:30pm.

Accounts Payable Warrant Processing Schedule:			
Cutoff Date	Cutoff Time	Available Date	Available Time
February 15 th	3:00 pm	February 20 th	10:00 am

Please note that there will be no Warrants processed on February 18th or February 19th.

Please distribute this memo within your District as deemed appropriate.