



**District Business & Advisory Services**

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

Bulletin: 14-027

Date: February 3, 2014

From: Ann Redd, Advisor, DBAS

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 17<sup>th</sup> and 18<sup>th</sup>, in observance of Lincoln’s Birthday and Presidents Day. We will resume full support on Wednesday, February 19<sup>th</sup> from 7:30 am to 5:30pm.

<b>Accounts Payable Warrant Processing Schedule:</b>			
Cutoff Date	Cutoff Time	Available Date	Available Time
February 14 <sup>th</sup>	3:00 pm	February 19 <sup>th</sup>	10:00 am

Please note that there will be no Warrants processed on February 17<sup>th</sup> or February 18th.

*Please distribute this memo within your District as deemed appropriate.*