



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Kolvira Chheng, Director - DBAS: 408-453-6510

Bulletin: 15-012

Date: October 15, 2014

To: District Chief Business Officers
District Fiscal Directors

From: Kolvira Chheng, Director

Re: AP/Payroll Envelopes Order

The purpose of this bulletin is to inform Districts that District Business & Advisory Services will be placing an order for AP/Payroll envelopes.

Please return the completed form below to Annie Romero (annie_romero@sccoe.org) by October 24, 2014 to place an order.

This price is an estimate, if a larger amount is ordered the price per carton will be lower.

District Name & Number :			_____
Quantity:	@\$87.77 per carton (500 Envelopes per carton)	Total Cost:	_____
Account code	_____		
Name (please print):	_____		

Please distribute this information within your District as deemed appropriate.