



District Business & Advisory Services
Ann Redd-Oyedele: Interim Director- DBAS: 408-453-6599

Bulletin: 16-012

Date: December 1, 2015

To: District Chief Business Officers
District Fiscal Directors

From: Ann Redd-Oyedele, Interim Director, DBAS
Mark Skvarna, Interim Chief Business Officer

Re: Holiday Closure – Important Notice

The purpose of this bulletin is to notify K-12 School Districts and Community College Districts that District Business and Advisory Services (DBAS) is planning for reduced customer service during the holiday season.

Since the majority of districts will be closed during the period of December 21 through January 1, the DBAS team is also planning to take this opportunity to relax and spend time with family and friends. During this period, DBAS will have reduced staffing, but we will be available to provide support. Please call the DBAS main phone line at (408) 453-6570 for assistance during these periods.

The Santa Clara County Office of Education will be closed for the holidays on the following dates:

Day	Date
Thursday	12/24/15
Friday	12/25/15
Thursday	12/31/15
Friday	1/01/16

Please note that Accounts Payable and Payroll Warrants will not be processed during this period. The last manual Payroll Warrants in December are scheduled for cutoff on December 22nd at 10:00 a.m. and available for pick up on December 23rd.

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 18	3:00 pm	Dec 21	10:00 am	Dec 11	5:00 pm	Dec 17	2:00 pm	Dec 18
					Dec 22	10:00 am	Dec 23	10:00 am	Dec 23
First	Jan 4	3:00 pm	Jan 5	10:00 am	Jan 4	5:00 pm	Jan 7	2:00 pm	Jan 8

We will resume full support on Monday, January 4th from 7:30 am to 5:00 pm.

Thank you for your continued support.
Happy Holidays to you and your families from your DBAS Team!
Please distribute this information within your District as deemed appropriate.