



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 16-017

Date: January 29, 2016

To: District Chief Business Officers
District Fiscal Directors

From: Judy Lee Kershaw, 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 February 12, 2016 to place an order.

District Name & Number :	_____
	@36.24 per carton (500 envelopes per carton)
Account code	_____
Name (please print):	_____

Please distribute this information within your District as deemed appropriate.