



**District Business & Advisory Services**

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

Bulletin: 16-019

Date: February 3, 2016

From: Ann Redd-Oyedele, Senior 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 15<sup>th</sup> and 16<sup>th</sup>, in observance of Presidents Day. We will resume full support on Wednesday, February 17<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 12 <sup>th</sup>	3:00 pm	February 17 <sup>th</sup>	10:00 am

Please note that there will be no Warrants processed on February 15<sup>th</sup> or February 16<sup>th</sup>.

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