



## District Business & Advisory Services

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

Bulletin: 17-021

Date: February 1, 2017

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 20<sup>th</sup> and 21<sup>st</sup>, in observance of Presidents' Day so warrants will not be processed on these days. District Business and Advisory Services will resume full support on Wednesday, February 22<sup>nd</sup> from 7:30 am to 5:30 pm. Please note the schedule below and plan accordingly.

<b>Accounts Payable Warrant Processing Schedule:</b>			
Cutoff Date	Cutoff Time	Available Date	Available Time
February 17 <sup>th</sup>	3:00 pm	February 22 <sup>nd</sup>	10:00 am

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