



Santa Clara County Office of Education

Jon R. Gundry  
County Superintendent of Schools

# Informational Bulletin

## District Business & Advisory Services

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

Bulletin: 17-032

Date: May 17, 2017

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 it is time to order AP/Payroll envelopes for FY 2017-18.

Please return the completed form below to Annie Romero (annie\_romero@sccoe.org) by June 2, 2017. We have obtained a preliminary quote based on the quantity ordered last year.

District Name & Number :	_____
	@36.24 per carton-(Estimated cost) ( 500 envelopes per carton)
Account code	_____
Contact Person (please print):	_____

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