



## District Business & Advisory Services

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

**Bulletin: 18-024**

Date: February 12, 2018

From: Ann Redd-Oyedele, Senior District Business Advisor, DBAS

Re: February Holiday Closure

Please be advised that the Santa Clara County Office of Education will be closed on Monday and Tuesday, 2/19/2018 and 2/20/2018, in observance of Presidents' Day. Therefore, accounts payable (A/P) warrants will not be processed on these days. District Business and Advisory Services will resume full support on Wednesday, 2/21/2018 from 7:30 am to 5:30 pm. Please note the schedule below and plan accordingly.

A/P processing Cutoff	Warrants Available	Warrants Available for pick-up
2/16/2018	2/21/2018	10:00 am - daily

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