



District Business & Advisory Services

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

Bulletin: 19-022

Date: February 1, 2019

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

Re: February 2019 Holiday Closure

Please be advised that the Santa Clara County Office of Education will be closed on Monday and Tuesday, February 18 and 19, 2019, 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, February 20, 2019 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
2/15/2019	2/20/2019	10:00 am - daily

Please distribute this memo within your District as deemed appropriate.