



District Business and Advisory Services

Bulletin: 21-024

Date: January 19, 2021

To: District Chief Business Officers
 District Fiscal Directors

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: February 2021 Holiday Closure

Please be advised that the Santa Clara County Office of Education will be closed on Friday and Monday, February 12 and 15, 2021, in observance of Lincoln’s Birthday and President’s Day. Therefore, accounts payable (AP) warrants will not be processed on these days. District Business and Advisory Services will resume full support on Tuesday, February 16, 2021.

| AP Processing Cutoff | Paper Warrants Available |
|----------------------|--------------------------|
| 2/11/2021, 9:00 pm | 2/16/2021 at 10:00 am |

Please distribute this memo within your District as deemed appropriate.