



District Business and Advisory Services

Bulletin: 23-001

Date: July 5, 2022

To: District Fiscal Directors
 District Personnel and Payroll Directors

From: Susan Ady, Director - District Business Services

Re: Order Accounts Payable/Payroll Envelopes for Fiscal Year 2022-23

The purpose of this bulletin is to inform Districts that it is time to order Accounts Payable/Payroll envelopes for Fiscal year 2022-23.

Please return the completed form below to Annie Romero (aromero@sccoe.org) by August 5, 2022. We have obtained a preliminary quote based on the quantity ordered previously.

No additional orders for the FY 22-23 will be taken after the August 5, deadline.

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

Please distribute this information within your District as deemed appropriate.