



District Business and Advisory Services

Bulletin: 23-018

Date: January 25, 2023

To: District Chief Business Officers
District Fiscal Directors

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: February 2023 Holiday Closure

Please be advised that the Santa Clara County Office of Education will be closed in observance of Lincoln’s Birthday on Friday, February 17, 2023, and Presidents’ Day on Monday, February 20, 2023. Therefore, accounts payable (AP) warrants will not be processed on these days. District Business and Advisory Services will resume full support on Tuesday, February 21, 2023.

AP Processing Cutoff	Paper Warrants Available
2/16/2023 at 9:00 pm	2/21/2023 at 10:00 am

Please distribute this memo within your District as deemed appropriate.