



For Santa Clara School Districts

## **District Business and Advisory Services**

Bulletin: 24-002

Date: July 13, 2023

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 2023-24

The purpose of this bulletin is to inform Districts that it is time to order Accounts Payable/Payroll envelopes for Fiscal year 2023-24.

Please return the completed form below to Annie Romero (aromero@sccoe.org) by September 5, 2023.

No additional orders for the FY 23-24 will be taken after the September 5, deadline.

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

Please distribute this information within your District as deemed appropriate.

County Board of Education: Maimona Afzal Berta, Victoria Chon, Joseph Di Salvo, Raeena Lari, Grace H. Mah, Don Rocha, Tara Sreekrishnan 1290 Ridder Park Drive, San José, CA 95131-2304 (408) 453-6500 www.sccoe.org