



## 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:	_____
	@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.*