



BULLETIN

SUBJECT: Accounts Payable Operations– December Holiday Closure **2023-24 NO. BS - 24**

TO: All Departments, School Sites, Office Managers

DATE: December 11, 2023

PREPARED BY: Nai Saelee, Interim – Office Assistant Fiscal Services **DEPARTMENT:** Accounting Services

REVIEWED BY: La Liemthongsamout, Manager II, Accounting Svcs **APPROVED:** *Cindy Tao*
Cindy Tao, Director III,
Accounting Services

Due to the observance of our winter holidays and closure of District sites/departments, SCOE and County Treasury offices during the week of December 25th, 2023 – January 5th, 2024, Accounts Payable **will not** be issuing warrants during these weeks. We recommend you to plan accordingly.

If you have invoice payments that should go out by December 22nd, please email invoices@scusd.edu and connect with your Accounts Payable technician to arrange payments during the week of December 18th or earlier.

Should you have any inquiries related to invoices, please direct them to invoices@scusd.edu.

If vendors email/mail the invoice directly to school sites or departments, please forward the invoice to invoices@scusd.edu and include the necessary approval signatures for payment processing.

We appreciate your cooperation in following these procedures, as it is essential to facilitate timely payments. Your assistance is greatly appreciated.

For your reference, Accounts Payable contacts are provided below.

- **Vendors A-J** - Jennifer Park, Jennifer-Park@scusd.edu
Fiscal Services Technician (916) 643-7874
- **Vendors K-Z** – Kim Le, Kim-Le@scusd.edu
Fiscal Services Technician Sub (916) 643-7887
- **Reimbursements** - Paola Lopez, Paola-Lopez@scusd.edu
Interim Lead Accounts Payable Technician (916) 643-7889