



Josephine Quach, Assistant Superintendent-Financial Services

April 17, 2020

To: ALL MONTHLY EMPLOYEES

From: Josephine Quach, Assistant Superintendent – Financial Services

**RE: APRIL 2020 MONTHLY PAY WARRANT PICK-UP**

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Pay warrants/direct deposit receipts for those monthly employees normally issued on the **last business day of each month** will be available for *drive through pick-up* as follows:

**WHEN: Thursday, April 30, 2020**

**WHERE: Alhambra Unified School District  
District Staff Parking Lot – Gate opening off Chestnut  
(see attached map)  
1515 W. Mission Road  
Alhambra, CA 91803**

**TIME: 8:00 A.M. – 11:00 A.M.**

***Identification will be required. Warrants will NOT be released to anyone other than the employee.***

**Warrants** not picked up by 11:00 A.M. will be mailed to the address that appears on the warrant (please be sure your address is correct). **Direct deposit receipts** will be made available to site administrators/designee to pick-up upon the district resuming regular operations. Please be advised this pick-up schedule may be subject to change.

APRIL 30, 2020

**PAY WARRANT/DIRECT DEPOSIT STUB PICK-UP LOCATION**

**\*\*PLEASE HAVE YOUR ID READY PRIOR TO WARRANT PICK-UP LOCATION\*\***

