



# ALHAMBRA

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## UNIFIED SCHOOL DISTRICT

1515 West Mission Road, Alhambra, CA 91803

### OFFICE OF THE ASSISTANT SUPERINTENDENT – FINANCIAL SERVICES

November 14, 2022

**PLEASE POST**

TO: **ALL MONTHLY EMPLOYEES**

FROM: Josephine Quach, Assistant Superintendent – Financial Services

RE: **DECEMBER 2022 PAY WARRANTS**

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

WHEN: THURSDAY, DECEMBER 29, 2022

WHERE: DISTRICT OFFICE – MISSION BUILDING (FRONT DOOR)  
1515 W. MISSION ROAD  
ALHAMBRA 91803

TIME: 9:00 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 not picked up will be made available to site administrators/designees to pick up on Tuesday, January 3, 2023.

**We will mail direct deposit receipts for those who provide a stamped, self-addressed envelope.**

APPROVED:

Josephine Quach  
Assistant Superintendent – Financial Services