



ALHAMBRA

UNIFIED SCHOOL DISTRICT

Office of the Assistant Superintendent-Business Services

PLEASE POST

February 2023

TO: ALL MONTHLY EMPLOYEES
FROM: Josephine Quach, Assistant Superintendent-Business Services
RE: **MARCH 2023 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:

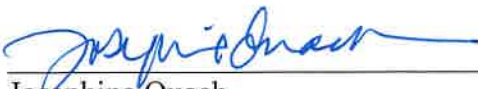
WHEN: Friday, March 31, 2023
WHERE: Alhambra Unified School District
Mission Building – Front Entrance
1515 W. Mission Road
Alhambra, CA 91803
TIME: 8:00 A.M. – 11:00 A.M.

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 on Monday, April 3, 2023.

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

APPROVED:



Josephine Quach
Assistant Superintendent-Business Services

JQ:yb