



DATE: July 1, 2010

TO: Chief Business Officials
K-12, Community College Districts, and Charter Schools

3939 Thirteenth Street
P.O. Box 868
Riverside, California
92502-0868

FROM: *Car* Carolyn Nielsen, District Payroll and Retirement Coordinator
District Fiscal Services
Division of Administration and Business Services
(951) 826-6538 / FAX [951] 826-6961

47-336 Oasis Street
Indio, California
92201-6998

SUBJECT: Distribution of Payroll Warrants

24980 Las Brisas Road
Murrieta, California
92562

The Riverside County Superintendent of Schools operates a uniform payroll system for public school employers in Riverside County. To assist school district staff in the reconciliation and distribution of each payroll, pay warrants and registers are distributed to school districts one day prior to the issue date. However, pay warrants are **not** to be distributed to employees prior to the issue date. Please be advised that warrants will **not** be honored by Union Bank of California prior to the issue date.

Should you have any questions, please contact me at the number listed above.

CN:tk
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c: Payroll Administrators

**Riverside County
Board of Education**

Gerald P. Colapinto

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