



AOSD User Flash #313: CON Disbursement Hours - Update

Effective December 14, 2020, the CON Disbursement Unit located in City Hall, Room 396, will be closed on Mondays, in addition to already being closed on Tuesdays and Thursdays.

The CON-Disbursement Team will only be in the office on Wednesdays and Fridays from 8:00 AM to 5:00 PM for in person requests, such as check request pick up.

Supplier checks will continue to be printed by ReproMail on a daily basis, for now, but will only be delivered to Room 396 on Wednesday and Friday mornings. As a result, checks that would have been delivered to Room 396 on a Tuesday or Thursday will be delayed in mailing by an extra day. Checks that would have been delivered to Room 396 on a Monday will be delayed in mailing by two extra days.

The CON-Disbursement Team is still available daily from 8:00 AM to 5:00 PM by phone (415-554-7513) and email (con.disbursement@sfgov.org) for any disbursement requests or concerns. Please continue to request in-house checks by email and the team will hold your checks for pick up on Wednesday or Friday. Thank you and we will provide updates should office hours change in the future.