

**AOSD User Flash #308: CON Disbursement Hours During
COVID-19 Emergency
4/3/2020**

Effective 4/7/20, the CON Disbursement Unit, Room 396, will be closed on Tuesdays and Thursdays, and open only on Mondays, Wednesdays, and Fridays. Please do NOT come to Room 396 on Tuesdays or Thursdays to pick up your in-house check requests.

Supplier Checks will continue to be printed by Repromail on a daily basis. However, Repro will deliver the checks to Room 396 only on Mondays, Wednesdays and Fridays, so on Wednesdays and Fridays we will have 2 days of checks. FYI, that means the Monday and Wednesday printed checks will be delayed in mailing by one extra day.

We are still available by phone (554-7513) and email (con.disbursement@sfgov.org) every day from 8AM - 5PM for any disbursement issues. If needed, please continue to request your in-house checks by email. We will hold your checks for you to pick up on Monday, Wednesday or Friday.