



MEMO

FY23

Q2

DATE: August 30, 2022
TO: Department Heads & Admin
FROM: Anne Jim
RE: Vendor Warrant Deadline

Below is the vendor warrant schedule for FY23 – Q2. Vendor warrants are due on a Wednesday, unless stated otherwise:

CHECK RUN #	DUE DATES (Wed by Noon)	RUN DATES (Mon, unless holiday)	CHECK DATES	Miscellaneous Notes
08V	09/28	10/03	10/06	
09V	10/12	10/17	10/20	Fall town meeting 10/17
10V	10/26	10/31	11/03	
11V	11/07 MON	11/14	11/17	Early deadline – Veterans Day 11/11
12V	11/21 MON	11/28	12/01	Early deadline – Thanksgiving
13V	12/07	12/12	12/15	
14V	12/19 MON	12/28	12/29	Early deadline - Christmas

This schedule and other forms are posted on the town's website under the accountant's homepage at: <http://townofmerrimac.com/206/Accountant>.

Please let me know if you have any questions or concerns. Thank you.