



MEMO

Town Accountant
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FY23

DATE: December 26, 2022
TO: Department Heads & Admin
FROM: Anne Jim
RE: Vendor Warrant Deadlines, Runs & Check Dates

Below is the vendor warrant schedule for **FY23 – Q3**.

CHECK RUN #	DUE DATES (Wed. by Noon)	RUN DATES (Monday, unless holiday*)	CHECK DATES	Notes
15V	01/04	01/09	01/12	
16V	01/18	01/23	01/26	
17V	02/01	02/06	02/09	
18V	02/15	02/21*	02/23	*President's Day 2/20
19V	03/01	03/06	03/09	
20V	03/15	03/20	03/23	Conference 3/12-3/15

Schedule is also available online at: <http://townofmerrimac.com/206/Accountant>, and is subject to changes, at which point an updated version is published.

Please contact me with any issues or concerns. Thank you.