



MEMO

Town Accountant
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DATE: March 7, 2023

TO: Department Heads & Admin

FROM: Anne Jim

RE: Vendor Warrant Deadlines, Runs & Check Dates

Below is the vendor warrant schedule for **FY23 – Q4**.

CHECK RUN #	DUE DATES (Wed by Noon, unless noted otherwise)	RUN DATES (Mon, unless holiday)	CHECK DATES	NOTES
21V	03/29	04/03	04/06	
22V	04/12	04/18*	04/20	Patriots' Day Monday
23V	04/26	05/01	05/04	
24V	05/10	05/15	05/18	
25V	05/24	05/30*	06/01	Memorial Day Monday
26V	06/07	06/12	06/15	
27V / 01V	06/21	06/26	06/29 / 07/01	Accepting first FY24 invoices.
28V / 02V	07/05	07/10	07/13 / 07/15	FINAL FY23

Schedule subject to changes when necessary.

**Tuesday*

This schedule is also posted on the town's website, under the accountant's homepage at:
<http://townofmerrimac.com/206/Accountant>

Should you have any questions, please email me at ajim@townofmerrimac.com or call 978-346-7634. Thank you.