



CHECK RUN SCHEDULE

FY24
Q1

DATE: May 31, 2023
TO: Department Heads & Admins
FROM: Anne Jim_{aj}
RE: Vendor Warrant Schedule

Below is the vendor warrant schedule for FY24 – Q1. Vendor warrants continue to be due every other Wednesday by noon time.

CHECK RUN #	DUE DATES (by Noon)	RUN DATES (Mon, unless holiday)	CHECK DATES	NOTES
01V	06/21	06/26	07/01	
02V	07/05	07/10	07/13	
03V	07/19	07/24	07/27	FY24 remote access enabled
04V	08/02	08/07	08/10	
05V	08/16	08/21	08/24	
06V	08/30	09/05	09/07	
07V	09/13	09/18	09/21	

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

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