



MEMO

Town Accountant
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FY26

DATE: December 8, 2025
TO: Department Heads & Admin
FROM: Sophie Heusser
RE: Vendor Warrant Deadlines, Runs & Check Dates

Below is the vendor warrant schedule for **FY26 – Q3**.

Early Deadlines

CHECK RUN #	DUE DATES (Wed. by Noon)	RUN DATES (Monday, unless holiday*)	CHECK DATES	Notes
15V	12/29/26	01/05/26	01/07/26	New Year holidays.
16V	01/13/26	01/20/26*	01/21/26	MLK Jr. Day 1/19/26
17V	01/28/26	02/02/26	02/04/26	
18V	02/10/26	02/17/26*	02/18/26	Presidents' Day 2/16/26
19V	02/25/26	03/02/26	03/04/26	
20V	03/11/26	03/16/26	03/18/26	

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.