



## MEMO

FY24

Q2

**DATE:** September 20, 2023  
**TO:** Department Heads & Admin  
**FROM:** Anne Jim  
**RE:** Vendor Warrant Deadline

Below is the vendor warrant schedule for FY24 – 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	09/27	10/02	10/05	
09V	10/11	10/16	10/19	Fall town meeting 10/16
10V	10/25	10/30	11/02	
11V	<b>11/07 TUE</b>	11/14	11/16	Early deadline - Veterans Day
12V	<b>11/20 MON</b>	11/27	11/30	Early deadline – Thanksgiving
13V	12/06	12/11	12/14	
14V	<b>12/18 MON</b>	<b>12/22 FRI</b>	12/28	Early deadline - Christmas

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

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