



## MEMO

Town Accountant  
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# FY24

**DATE:** December 22, 2023  
**TO:** Department Heads & Admin  
**FROM:** Jessica Finocchiaro  
**RE:** Vendor Warrant Deadlines, Runs & Check Dates

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Below is the vendor warrant schedule for **FY24 – Q3**.

CHECK RUN #	DUE DATES (Wed. by Noon)	RUN DATES (Monday, unless holiday*)	CHECK DATES	Notes
15V	01/03	01/08	01/11	
16V	01/17	01/22	01/25	
17V	01/31	02/05	02/08	
18V	02/14	02/20*	02/22	*President's Day 2/19
19V	02/28	03/04	03/07	
20V	03/13	03/18	03/21	Conference 3/17-3/20

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.