



CHECK RUN SCHEDULE

FY25
Q1

DATE: May 30, 2024
TO: Department Heads & Admins
FROM: Anne Jim
RE: Vendor Warrant Schedule

Below is the vendor warrant schedule for FY25 – Q1. Vendor warrants continue to be due every other Wednesday by noon time, unless otherwise indicated.

CHECK RUN #	DUE DATES (by Noon)	RUN DATES (Mon, unless holiday)	CHECK DATES	NOTES
01V	06/18	06/24	07/01	
02V	07/02	07/08	07/11	
03V	07/17	07/22	07/25	FY25 remote access enabled
04V	07/31	08/05	08/08	
05V	08/14	08/19	08/22	
06V	08/27*	09/03	09/05	Deadline Tue not Wed
07V	09/11	09/16	09/19	

**One day early, due to upcoming holiday: Labor Day*

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.