



MEMO

Town Accountant
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FY26

DATE: May 5, 2026
TO: Department Heads & Admin
FROM: Sophia Heusser
RE: Vendor Warrant Deadlines, Runs & Check Dates

Below is the vendor warrant schedule for **FY26 – Q4 and beginning FY27**.

CHECK RUN #	DUE DATES (Wed. by Noon, unless holiday)	RUN DATES (Mon, unless holiday)	CHECK DATES	Notes
21V	3/25	3/30	4/1	
22V	4/8	4/13	4/15	
23V	4/22	4/27	4/29	
24V	5/6	5/11	5/13	
25V	5/19 TUE	5/26 TUE	5/27	*Memorial Day 5/25
26V	6/3	6/8	6/10	
27V / 01V	6/16 TUE	6/22	6/24 / 7/1	*Juneteenth 6/19 Accepting first FY27 invoices
28V / 02V	7/1	7/6	7/8 / 7/9	
29V	7/8	7/13	7/15	FINAL FY26

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 the accounting office with any issues or concerns. Thank you.