



CHECK RUN SCHEDULE

FY20
Q1

DATE: June 15, 2019
TO: Department Heads
FROM: Anne Jim
RE: Vendor Warrant Schedule

Below is the vendor warrant schedule for FY20 – Q1. Vendor warrants continue to be due every other Thursday by noon time, except where noted by *.

CHECK RUN #	DUE DATES (by Noon)	RUN DATES (Mon, unless holiday)	CHECK DATES	NOTES
01V	06/20	06/24	07/01	Early deadline to obtain discount for retirement.
02V	07/11	07/15	07/18	
03V	07/25	07/29	08/01	System defaulting to FY20.
04V	08/08	08/12	08/15	
05V	08/22	08/26	08/29	
06V	09/05	09/09	09/12	
07V	09/19	09/23	09/26	

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.