



MEMO

Town Accountant
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FY20

DATE: November 21, 2019
TO: Department Heads & Admin
FROM: Anne Jim
RE: Vendor Warrant Deadlines, Runs & Check Dates

Below is the vendor warrant schedule for **FY20 – Q3**.

CHECK RUN #	DUE DATES (Thu by Noon)	RUN DATES (Monday, unless holiday*)	CHECK DATES	Notes
14V	12/23	12/30	01/02	Warrant due on Mon
15V	01/09	01/13	01/16	
16V	01/23	01/27	01/30	
17V	02/06	02/10	02/13	
18V	02/20	02/24	02/27	
19V	03/05	03/09	03/12	Conference 3/11 - 3/14
20V	03/19	03/23	03/26	

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.