



MEMO

Town Accountant
2 School Street, Merrimac, MA 01860
TEL: 978-346-7634 FAX: 978-346-0092
AJIM@TOWNOFMERRIMAC.COM

DATE: March 11, 2020

TO: Department Heads & Admin

FROM: Anne Jim

RE: Vendor Warrant Deadlines, Runs & Check Dates

Below is the vendor warrant schedule for **FY20 – Q4**.

CHECK RUN #	DUE DATES (Thu by Noon, unless noted otherwise)	RUN DATES (Mon, unless holiday)	CHECK DATES	NOTES
21V	04/02	04/06	04/09	
22V	04/16	04/20	04/23	
23V	04/29*	05/04	05/07	Due Wednesday.
24V	05/14	05/18	05/21	
25V	05/28	06/01	06/04	
26V	06/11	06/15	06/18	
27V / 01V	06/25	06/29	07/02	Accepting first FY21 invoices.
28V / 02V	07/09	07/13	07/15	FINAL FY20

Schedule subject to changes when necessary.

**Closing one day early due to commitments or holidays.*

This schedule is also posted on the town's website, under the accountant's homepage at:
<http://townofmerrimac.com/206/Accountant>

Should you have any questions, please email me at ajim@townofmerrimac.com or call 978-346-7634. Thank you.