



MEMO

FY20

Q2

DATE: September 19, 2019
TO: Department Heads & Admin
FROM: Anne Jim
RE: Vendor Warrant Deadline

Below is the vendor warrant schedule for FY20 – Q2. Vendor warrants continue to be due on a Thursday, unless stated otherwise:

CHECK RUN #	DUE DATES (Thu by Noon)	RUN DATES (Mon, unless holiday*)	CHECK DATES	Miscellaneous Notes
08V	10/03	10/07	10/10	
09V	10/17	10/21	10/24	Fall Town Meeting 10/21
10V	10/31	11/04	11/07	Fall Conference 11/07
11V	11/14	11/18	11/21	
12V	11/26	12/02	12/05	Due two days early
13V	12/12	12/16	12/19	

This schedule along with other forms are also posted on the town's website under the accountant's homepage at: <http://townofmerrimac.com/206/Accountant>.

Please let me know if you have any questions or concerns. Thank you.