



MEMO

FY12

DATE: September 9, 2011
TO: Department Heads
FROM: Anne Jim *AJ*
RE: Vendor Warrant Deadline

Below is the vendor warrant schedule for FY12 – Q2. Vendor warrants continue to be due on a Thursday as stated below with run dates on the following Monday, unless it's a holiday.

CHECK RUN #	DUE DATES (Thu by Noon)	RUN DATES (Mon, unless holiday*)	CHECK DATES
08V	09/29	10/03	10/06
09V	10/13	10/17	10/20
10V	10/27	10/31	11/03
11V	11/10	11/14	11/17
12V	11/23	11/28	12/01
13V	12/08	12/12	12/15
14V	12/22	12/27*	12/29

The Treasurer's Office strives to release checks by Friday, day after check date, unless it's a holiday. Your patience is appreciated!

Please contact me with any issues you may have.