

## DUE DATES FOR INVOICES RECEIVED IN

### the Month of February 2022

Determining the correct due date of invoices is one of the most important procedures for you to uphold. Proper due dating means that you compare the date you received the goods or service AND the date you received the invoice. You then choose the later of these two and due date your invoice 30 days from the latest action.

For example, using the chart below: If you receive your service or goods on 2/5 (receive date in Banner) and your invoice on 2/15 (stamp or write the date invoice was received), then you will select the due date of 3/17. Invoice needs to be to AP by 3/10 for processing time to meet due date.

To ensure Accounts Payable can meet the due date of the VA Prompt Pay Act, invoices must be in the hands of the AP staff **FIVE BUSINESS DAYS PRIOR TO** the due date in FAAINVE.

Date invoice was rec'd OR Date Goods/Services were rec'd, whichever is <u>LATER</u>	USE THIS DUE DATE in FAAINVE (Dates Allow for Weekends & Holidays)	Invoice needs to be to Accounts Payable by (Dates Allow for Weekends & Holidays)
1-Feb	3-Mar	24-Feb
2-Feb	3-Mar	24-Feb
3-Feb	3-Mar	24-Feb
4-Feb	3-Mar	24-Feb
5-Feb	7-Mar	28-Feb
6-Feb	8-Mar	1-Mar
7-Feb	9-Mar	2-Mar
8-Feb	10-Mar	3-Mar
9-Feb	11-Mar	3-Mar
10-Feb	11-Mar	3-Mar
11-Feb	11-Mar	3-Mar
12-Feb	14-Mar	7-Mar
13-Feb	15-Mar	8-Mar
14-Feb	16-Mar	9-Mar
15-Feb	17-Mar	10-Mar
16-Feb	18-Mar	11-Mar
17-Feb	18-Mar	11-Mar
18-Feb	18-Mar	11-Mar
19-Feb	21-Mar	14-Mar
20-Feb	22-Mar	15-Mar
21-Feb	23-Mar	16-Mar
22-Feb	24-Mar	17-Mar
23-Feb	25-Mar	18-Mar
24-Feb	25-Mar	18-Mar
25-Feb	25-Mar	18-Mar
26-Feb	28-Mar	21-Mar
27-Feb	29-Mar	22-Mar
28-Feb	30-Mar	23-Mar