

DUE DATES FOR ePayables INVOICES RECEIVED in November 2023

Use this chart to determine the 30-Day Prompt Pay due dates for purchase orders and some other types of payments.

[Direct Pay](#) Use this site for receiving and due dates for Direct Pays

[Pre-Payments](#) Use this site for details about receiving and due dates for Pre-Payments

COLUMNS 1 - 3 Steps to Take

COLUMN 1

1. Determine the date the invoice arrived at UMW.
2. Determine the date the good was received or service completed.
[See Receiving Instructions for purchase orders.](#)
3. In COLUMN 1, locate the later of these two dates.

COLUMN 2

4. The corresponding line item in COLUMN 2 is the Due Date.

COLUMN 3

5. The corresponding line item in COLUMN 3 is the deadline date for the paperwork to be in Accounts Payable.
6. Vendors should send invoices to invoices@umw.edu; however IF a vendor sends an invoice to an individual on campus,
Send invoice from vendor to payables@umw.edu and include the following information:
**Date invoice from vendor arrived on campus*
Invoices must be date stamped (or hand-write) the day they arrive on campus!
**Corresponding receiving Banner Y Number*

COLUMN 1 Date goods/services rec'd OR date invoice from vendor arrived at UMW, whichever is later	COLUMN 2 DUE DATE (Based upon VA Prompt Pay Act)	COLUMN 3 DEADLINE for Invoice to be in the hands of Accounts Payable
1-Nov	17-Nov	10-Nov
2-Nov	17-Nov	10-Nov
3-Nov	17-Nov	10-Nov
4-Nov	20-Nov	13-Nov
5-Nov	21-Nov	14-Nov
6-Nov	22-Nov	15-Nov
7-Nov	23-Nov	16-Nov
8-Nov	24-Nov	17-Nov
9-Nov	24-Nov	17-Nov
10-Nov	24-Nov	17-Nov
11-Nov	27-Nov	20-Nov
12-Nov	28-Nov	21-Nov
13-Nov	29-Nov	21-Nov
14-Nov	30-Nov	21-Nov
15-Nov	1-Dec	21-Nov
16-Nov	1-Dec	21-Nov
17-Nov	1-Dec	21-Nov
18-Nov	4-Dec	27-Nov
19-Nov	5-Dec	28-Nov
20-Nov	6-Dec	29-Nov
21-Nov	7-Dec	30-Nov
22-Nov	8-Dec	1-Dec
23-Nov	8-Dec	1-Dec
24-Nov	8-Dec	1-Dec
25-Nov	11-Dec	4-Dec
26-Nov	12-Dec	5-Dec
27-Nov	13-Dec	6-Dec
28-Nov	14-Dec	7-Dec
29-Nov	15-Dec	8-Dec
30-Nov	15-Dec	8-Dec