

DUE DATES FOR ePayables INVOICES RECEIVED in December 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-Dec	15-Dec	8-Dec
2-Dec	18-Dec	11-Dec
3-Dec	19-Dec	12-Dec
4-Dec	20-Dec	13-Dec
5-Dec	21-Dec	14-Dec
6-Dec	21-Dec	15-Dec
7-Dec	21-Dec	15-Dec
8-Dec	21-Dec	15-Dec
9-Dec	21-Dec	15-Dec
10-Dec	21-Dec	15-Dec
11-Dec	21-Dec	15-Dec
12-Dec	21-Dec	15-Dec
13-Dec	21-Dec	15-Dec
14-Dec	21-Dec	15-Dec
15-Dec	21-Dec	15-Dec
16-Dec	21-Dec	15-Dec
17-Dec	21-Dec	15-Dec
18-Dec	21-Dec	15-Dec
19-Dec	21-Dec	15-Dec
20-Dec	21-Dec	15-Dec
21-Dec	21-Dec	15-Dec
22-Dec	21-Dec	15-Dec
23-Dec	21-Dec	15-Dec
24-Dec	9-Jan	8-Jan
25-Dec	10-Jan	8-Jan
26-Dec	11-Jan	8-Jan
27-Dec	12-Jan	8-Jan
28-Dec	12-Jan	8-Jan
29-Dec	12-Jan	8-Jan
30-Dec	12-Jan	8-Jan
31-Dec	16-Jan	9-Jan

Due to time sensitivity, scan invoices to payables@umw.edu