

## DUE DATES FOR 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](mailto: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	21-Dec	15-Dec
2-Dec	21-Dec	15-Dec
3-Dec	21-Dec	15-Dec
4-Dec	21-Dec	15-Dec
5-Dec	21-Dec	15-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	9-Jan	19-Dec
11-Dec	10-Jan	20-Dec
12-Dec	11-Jan	21-Dec
13-Dec	12-Jan	21-Dec
14-Dec	12-Jan	21-Dec
15-Dec	12-Jan	21-Dec
16-Dec	12-Jan	21-Dec
17-Dec	16-Jan	9-Jan
18-Dec	17-Jan	10-Jan
19-Dec	18-Jan	11-Jan
20-Dec	19-Jan	12-Jan
21-Dec	19-Jan	12-Jan
22-Dec	19-Jan	12-Jan
23-Dec	22-Jan	16-Jan
24-Dec	23-Jan	16-Jan
25-Dec	24-Jan	17-Jan
26-Dec	25-Jan	18-Jan
27-Dec	26-Jan	19-Jan
28-Dec	26-Jan	19-Jan
29-Dec	26-Jan	19-Jan
30-Dec	29-Jan	22-Jan
31-Dec	30-Jan	23-Jan

**Due to time sensitivity, SCAN invoices to [payables@umw.edu](mailto:payables@umw.edu)**