

DUE DATES FOR ePayables INVOICES RECEIVED in January 2024

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-Jan	17-Jan	10-Jan
2-Jan	18-Jan	11-Jan
3-Jan	19-Jan	12-Jan
4-Jan	19-Jan	12-Jan
5-Jan	19-Jan	12-Jan
6-Jan	22-Jan	15-Jan
7-Jan	23-Jan	16-Jan
8-Jan	24-Jan	17-Jan
9-Jan	25-Jan	18-Jan
10-Jan	26-Jan	19-Jan
11-Jan	26-Jan	19-Jan
12-Jan	26-Jan	19-Jan
13-Jan	29-Jan	22-Jan
14-Jan	30-Jan	23-Jan
15-Jan	31-Jan	24-Jan
16-Jan	1-Feb	25-Jan
17-Jan	2-Feb	26-Jan
18-Jan	2-Feb	26-Jan
19-Jan	2-Feb	26-Jan
20-Jan	5-Feb	29-Jan
21-Jan	6-Feb	30-Jan
22-Jan	7-Feb	31-Jan
23-Jan	8-Feb	1-Feb
24-Jan	9-Feb	2-Feb
25-Jan	9-Feb	2-Feb
26-Jan	9-Feb	2-Feb
27-Jan	12-Feb	5-Feb
28-Jan	13-Feb	6-Feb
29-Jan	14-Feb	7-Feb
30-Jan	15-Feb	8-Feb
31-Jan	16-Feb	9-Feb