

DUE DATES FOR 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, <u>Send invoice from vendor to payables@umw.edu and include the following information:</u> <i>*Date invoice from vendor arrived on campus</i> <i>Invoices must be date stamped (or hand-write) the day they arrive on campus!</i> <i>*Corresponding receiving Banner Y Number</i>		

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