

DUE DATES FOR ePayables INVOICES RECEIVED in February 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-Feb	16-Feb	9-Feb
2-Feb	16-Feb	9-Feb
3-Feb	19-Feb	12-Feb
4-Feb	20-Feb	13-Feb
5-Feb	21-Feb	14-Feb
6-Feb	22-Feb	15-Feb
7-Feb	23-Feb	16-Feb
8-Feb	23-Feb	16-Feb
9-Feb	23-Feb	16-Feb
10-Feb	26-Feb	19-Feb
11-Feb	27-Feb	20-Feb
12-Feb	28-Feb	21-Feb
13-Feb	29-Feb	22-Feb
14-Feb	1-Mar	23-Feb
15-Feb	1-Mar	23-Feb
16-Feb	1-Mar	23-Feb
17-Feb	4-Mar	26-Feb
18-Feb	5-Mar	27-Feb
19-Feb	6-Mar	28-Feb
20-Feb	7-Mar	29-Feb
21-Feb	7-Mar	1-Mar
22-Feb	7-Mar	1-Mar
23-Feb	7-Mar	1-Mar
24-Feb	11-Mar	4-Mar
25-Feb	12-Mar	5-Mar
26-Feb	13-Mar	6-Mar
27-Feb	14-Mar	7-Mar
28-Feb	15-Mar	7-Mar
29-Feb	15-Mar	7-Mar

w/b 3/8 but 3/8 is a holiday so 3/7

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