

## DUE DATES FOR 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](mailto:invoices@umw.edu); however IF a vendor sends an invoice to an individual on campus,

**Send invoice from vendor to [payables@umw.edu](mailto: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	1-Mar	23-Feb
2-Feb	1-Mar	23-Feb
3-Feb	4-Mar	26-Feb
4-Feb	5-Mar	27-Feb
5-Feb	6-Mar	28-Feb
6-Feb	7-Mar	29-Feb
7-Feb	7-Mar	29-Feb
8-Feb	7-Mar	29-Feb
9-Feb	7-Mar	29-Feb
10-Feb	11-Mar	4-Mar
11-Feb	12-Mar	5-Mar
12-Feb	13-Mar	6-Mar
13-Feb	14-Mar	7-Mar
14-Feb	15-Mar	7-Mar
15-Feb	15-Mar	7-Mar
16-Feb	15-Mar	7-Mar
17-Feb	18-Mar	11-Mar
18-Feb	19-Mar	12-Mar
19-Feb	20-Mar	13-Mar
20-Feb	21-Mar	14-Mar
21-Feb	22-Mar	15-Mar
22-Feb	22-Mar	15-Mar
23-Feb	22-Mar	15-Mar
24-Feb	25-Mar	18-Mar
25-Feb	26-Mar	19-Mar
26-Feb	27-Mar	20-Mar
27-Feb	28-Mar	21-Mar
28-Feb	29-Mar	22-Mar
29-Feb	29-Mar	22-Mar