

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