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