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