

DUE DATES FOR 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, <u>Send invoice from vendor to payables@umw.edu and include the following information:</u> <i>*Date invoice from vendor arrived on campus</i> Invoices must be date stamped (or hand-write) the day they arrive on campus! <i>*Corresponding receiving Banner Y Number</i>

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