

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