

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