

DUE DATES FOR ePayables INVOICES RECEIVED in October 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-Oct	17-Oct	10-Oct
2-Oct	18-Oct	11-Oct
3-Oct	18-Oct	11-Oct
4-Oct	18-Oct	11-Oct
5-Oct	21-Oct	14-Oct
6-Oct	22-Oct	15-Oct
7-Oct	23-Oct	16-Oct
8-Oct	24-Oct	17-Oct
9-Oct	25-Oct	18-Oct
10-Oct	25-Oct	18-Oct
11-Oct	25-Oct	18-Oct
12-Oct	28-Oct	21-Oct
13-Oct	29-Oct	22-Oct
14-Oct	30-Oct	23-Oct
15-Oct	31-Oct	24-Oct
16-Oct	1-Nov	25-Oct
17-Oct	1-Nov	25-Oct
18-Oct	1-Nov	25-Oct
19-Oct	4-Nov	28-Oct
20-Oct	5-Nov	29-Oct
21-Oct	6-Nov	30-Oct
22-Oct	7-Nov	31-Oct
23-Oct	8-Nov	1-Nov
24-Oct	8-Nov	1-Nov
25-Oct	8-Nov	1-Nov
26-Oct	11-Nov	4-Nov
27-Oct	12-Nov	5-Nov
28-Oct	13-Nov	6-Nov
29-Oct	14-Nov	7-Nov
30-Oct	15-Nov	8-Nov
31-Oct	15-Nov	8-Nov