

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