

DUE DATES FOR ePayables INVOICES RECEIVED in November 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

<p style="text-align: center;">COLUMN 1</p> <p>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.</p>
<p style="text-align: center;">COLUMN 2</p> <p>4. The corresponding line item in COLUMN 2 is the Due Date.</p>
<p style="text-align: center;">COLUMN 3</p> <p>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></p>

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