

## DUE DATES FOR ePayables INVOICES RECEIVED in December 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><b>COLUMN 1</b></p> <ol style="list-style-type: none"> <li>1. Determine the date the invoice arrived at UMW.</li> <li>2. Determine the date the good was received or service completed. <a href="#">See Receiving Instructions for purchase orders.</a></li> <li>3. In COLUMN 1, locate the later of these two dates.</li> </ol>
<p><b>COLUMN 2</b></p> <ol style="list-style-type: none"> <li>4. The corresponding line item in COLUMN 2 is the Due Date.</li> </ol>
<p><b>COLUMN 3</b></p> <ol style="list-style-type: none"> <li>5. The corresponding line item in COLUMN 3 is the deadline date for the paperwork to be in Accounts Payable.</li> <li>6. Vendors should send invoices to <a href="mailto:invoices@umw.edu">invoices@umw.edu</a>; however IF a vendor sends an invoice to an individual on campus, <b><u>Send invoice from vendor to <a href="mailto:payables@umw.edu">payables@umw.edu</a> and include the following information:</u></b>  <ul style="list-style-type: none"> <li><i>*Date invoice from vendor arrived on campus</i> <b>Invoices must be date stamped (or hand-write) the day they arrive on campus!</b></li> <li><i>*Corresponding receiving Banner Y Number</i></li> </ul> </li> </ol>

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

**Due to time sensitivity, scan invoices to [payables@umw.edu](mailto:payables@umw.edu)**