

DUE DATES FOR ePayables INVOICES RECEIVED in January 2025

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