

## DUE DATES FOR ePayables INVOICES RECEIVED in September 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](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<br>Date goods/services rec'd OR date invoice from vendor arrived at UMW, whichever is later | COLUMN 2<br>DUE DATE (Based upon VA Prompt Pay Act) | COLUMN 3<br>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  | 19-Sep  | 12-Sep  |
| 5-Sep  | 19-Sep  | 12-Sep  |
| 6-Sep  | 22-Sep  | 15-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   | 26-Sep  | 19-Sep  |
| 12-Sep   | 26-Sep  | 19-Sep  |
| 13-Sep   | 29-Sep  | 22-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   | 3-Oct   | 26-Sep  |
| 19-Sep   | 3-Oct   | 26-Sep  |
| 20-Sep   | 6-Oct   | 29-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   | 10-Oct  | 3-Oct   |
| 26-Sep   | 10-Oct  | 3-Oct   |
| 27-Sep   | 13-Oct  | 6-Oct   |
| 28-Sep   | 14-Oct  | 7-Oct   |
| 29-Sep   | 15-Oct  | 8-Oct   |
| 30-Sep   | 16-Oct  | 9-Oct   |