

DUE DATES FOR ePayables INVOICES RECEIVED in October 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

<p>COLUMN 1</p> <ol style="list-style-type: none"> 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>COLUMN 2</p> <ol style="list-style-type: none"> 4. The corresponding line item in COLUMN 2 is the Due Date.
<p>COLUMN 3</p> <ol style="list-style-type: none"> 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> <ul style="list-style-type: none"> <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>

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