

## DUE DATES FOR INVOICES RECEIVED in November 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

<b>COLUMN 1</b> 1. Determine the date the invoice arrived at UMW. 2. Determine the date the good was received or service completed. <a href="#">See Receiving Instructions for purchase orders.</a> 3. In COLUMN 1, locate the later of these two dates.
<b>COLUMN 2</b> 4. The corresponding line item in COLUMN 2 is the Due Date.
<b>COLUMN 3</b> 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 <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> <i>*Date invoice from vendor arrived on campus</i> <span style="color: red;"><b>Invoices must be date stamped (or hand-write) the day they arrive on campus!</b></span> <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-Nov	1-Dec	24-Nov
2-Nov	2-Dec	25-Nov
3-Nov	3-Dec	25-Nov
4-Nov	4-Dec	25-Nov
5-Nov	5-Dec	25-Nov
6-Nov	5-Dec	25-Nov
7-Nov	5-Dec	25-Nov
8-Nov	8-Dec	1-Dec
9-Nov	9-Dec	2-Dec
10-Nov	10-Dec	3-Dec
11-Nov	11-Dec	4-Dec
12-Nov	12-Dec	5-Dec
13-Nov	12-Dec	5-Dec
14-Nov	12-Dec	5-Dec
15-Nov	15-Dec	8-Dec
16-Nov	16-Dec	9-Dec
17-Nov	17-Dec	10-Dec
18-Nov	18-Dec	11-Dec
19-Nov	19-Dec	12-Dec
20-Nov	19-Dec	12-Dec
21-Nov	19-Dec	12-Dec
22-Nov	19-Dec	12-Dec
23-Nov	19-Dec	12-Dec
24-Nov	19-Dec	12-Dec
25-Nov	19-Dec	12-Dec
26-Nov	19-Dec	12-Dec
27-Nov	19-Dec	12-Dec
28-Nov	19-Dec	12-Dec
29-Nov	19-Dec	12-Dec
30-Nov	19-Dec	12-Dec