

DUE DATES FOR ePayables INVOICES RECEIVED in February 2026

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> <p>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>
<p>COLUMN 2</p> <p>4. The corresponding line item in COLUMN 2 is the Due Date.</p>
<p>COLUMN 3</p> <p>5. The corresponding line item in COLUMN 3 is the deadline date for the paperwork to be in Accounts Payable.</p> <p>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:</p> <p style="margin-left: 20px;"><i>*Date invoice from vendor arrived on campus</i> Invoices must be date stamped (or hand-write) the day they arrive on campus!</p> <p style="margin-left: 20px;"><i>*Corresponding receiving Banner Y Number</i></p>

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

w/b 3/6 but 3/6 is a holiday so 3/5
w/b 3/6 but 3/6 is a holiday so 3/5
Ditto
Ditto