

DUE DATES FOR 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

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