

## DUE DATES FOR INVOICES RECEIVED in March 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><b>COLUMN 1</b></p> <p>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.</p>
<p><b>COLUMN 2</b></p> <p>4. The corresponding line item in COLUMN 2 is the Due Date.</p>
<p><b>COLUMN 3</b></p> <p>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,  <u>Send invoice from vendor to <a href="mailto:payables@umw.edu">payables@umw.edu</a> and include the following information:</u>  <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></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-Mar	<b>31-Mar</b>	<b>24-Mar</b>
2-Mar	<b>1-Apr</b>	<b>25-Mar</b>
3-Mar	<b>2-Apr</b>	<b>26-Mar</b>
4-Mar	<b>3-Apr</b>	<b>27-Mar</b>
5-Mar	<b>3-Apr</b>	<b>27-Mar</b>
6-Mar	<b>3-Apr</b>	<b>27-Mar</b>
7-Mar	<b>6-Apr</b>	<b>30-Mar</b>
8-Mar	<b>7-Apr</b>	<b>31-Mar</b>
9-Mar	<b>8-Apr</b>	<b>1-Apr</b>
10-Mar	<b>9-Apr</b>	<b>2-Apr</b>
11-Mar	<b>10-Apr</b>	<b>3-Apr</b>
12-Mar	<b>10-Apr</b>	<b>3-Apr</b>
13-Mar	<b>10-Apr</b>	<b>3-Apr</b>
14-Mar	<b>13-Apr</b>	<b>6-Apr</b>
15-Mar	<b>14-Apr</b>	<b>7-Apr</b>
16-Mar	<b>15-Apr</b>	<b>8-Apr</b>
17-Mar	<b>16-Apr</b>	<b>9-Apr</b>
18-Mar	<b>17-Apr</b>	<b>10-Apr</b>
19-Mar	<b>17-Apr</b>	<b>10-Apr</b>
20-Mar	<b>17-Apr</b>	<b>10-Apr</b>
21-Mar	<b>20-Apr</b>	<b>13-Apr</b>
22-Mar	<b>21-Apr</b>	<b>14-Apr</b>
23-Mar	<b>22-Apr</b>	<b>15-Apr</b>
24-Mar	<b>23-Apr</b>	<b>16-Apr</b>
25-Mar	<b>24-Apr</b>	<b>17-Apr</b>
26-Mar	<b>24-Apr</b>	<b>17-Apr</b>
27-Mar	<b>24-Apr</b>	<b>17-Apr</b>
28-Mar	<b>27-Apr</b>	<b>20-Apr</b>
29-Mar	<b>28-Apr</b>	<b>21-Apr</b>
30-Mar	<b>29-Apr</b>	<b>22-Apr</b>
31-Mar	<b>30-Apr</b>	<b>23-Apr</b>