

## DUE DATES FOR INVOICES RECEIVED in April 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](mailto:invoices@umw.edu); however IF a vendor sends an invoice to an individual on campus,

**Send invoice from vendor to [payables@umw.edu](mailto: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-Apr	1-May	24-Apr
2-Apr	1-May	24-Apr
3-Apr	1-May	24-Apr
4-Apr	4-May	27-Apr
5-Apr	5-May	28-Apr
6-Apr	6-May	29-Apr
7-Apr	7-May	30-Apr
8-Apr	8-May	1-May
9-Apr	8-May	1-May
10-Apr	8-May	1-May
11-Apr	8-May	1-May
12-Apr	12-May	5-May
13-Apr	13-May	6-May
14-Apr	14-May	7-May
15-Apr	15-May	8-May
16-Apr	15-May	8-May
17-Apr	15-May	8-May
18-Apr	18-May	11-May
19-Apr	19-May	12-May
20-Apr	20-May	13-May
21-Apr	21-May	14-May
22-Apr	22-May	15-May
23-Apr	22-May	15-May
24-Apr	22-May	15-May
25-Apr	22-May	15-May
26-Apr	26-May	19-May
27-Apr	27-May	20-May
28-Apr	28-May	21-May
29-Apr	29-May	22-May
30-Apr	29-May	22-May