

DUE DATES FOR ePayables INVOICES RECEIVED in May 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> <ol style="list-style-type: none"> 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>COLUMN 2</p> <ol style="list-style-type: none"> 4. The corresponding line item in COLUMN 2 is the Due Date.
<p>COLUMN 3</p> <ol style="list-style-type: none"> 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, <u>Send invoice from vendor to payables@umw.edu and include the following information:</u> <ul style="list-style-type: none"> <i>*Date invoice from vendor arrived on campus</i> Invoices must be date stamped (or hand-write) the day they arrive on campus! <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-May	15-May	8-May
2-May	18-May	8-May
3-May	19-May	12-May
4-May	20-May	13-May
5-May	21-May	14-May
6-May	22-May	15-May
7-May	22-May	15-May
8-May	22-May	15-May
9-May	22-May	15-May
10-May	26-May	19-May
11-May	27-May	20-May
12-May	28-May	21-May
13-May	29-May	22-May
14-May	29-May	22-May
15-May	29-May	22-May
16-May	1-Jun	22-May
17-May	2-Jun	26-May
18-May	3-Jun	27-May
19-May	4-Jun	28-May
20-May	5-Jun	29-May
21-May	5-Jun	29-May
22-May	5-Jun	29-May
23-May	8-Jun	1-Jun
24-May	9-Jun	2-Jun
25-May	10-Jun	3-Jun
26-May	11-Jun	4-Jun
27-May	12-Jun	5-Jun
28-May	12-Jun	5-Jun
29-May	12-Jun	5-Jun
30-May	15-Jun	8-Jun
31-May	16-Jun	9-Jun