

## DUE DATES For the Month of 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><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 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>  <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-May	<b>29-May</b>	<b>22-May</b>
2-May	<b>1-Jun</b>	<b>26-May</b>
3-May	<b>2-Jun</b>	<b>26-May</b>
4-May	<b>3-Jun</b>	<b>27-May</b>
5-May	<b>4-Jun</b>	<b>28-May</b>
6-May	<b>5-Jun</b>	<b>29-May</b>
7-May	<b>5-Jun</b>	<b>29-May</b>
8-May	<b>5-Jun</b>	<b>29-May</b>
9-May	<b>8-Jun</b>	<b>1-Jun</b>
10-May	<b>9-Jun</b>	<b>2-Jun</b>
11-May	<b>10-Jun</b>	<b>3-Jun</b>
12-May	<b>11-Jun</b>	<b>4-Jun</b>
13-May	<b>12-Jun</b>	<b>5-Jun</b>
14-May	<b>12-Jun</b>	<b>5-Jun</b>
15-May	<b>12-Jun</b>	<b>5-Jun</b>
16-May	<b>15-Jun</b>	<b>8-Jun</b>
17-May	<b>16-Jun</b>	<b>9-Jun</b>
18-May	<b>17-Jun</b>	<b>10-Jun</b>
19-May	<b>18-Jun</b>	<b>11-Jun</b>
20-May	<b>18-Jun</b>	<b>11-Jun</b>
21-May	<b>18-Jun</b>	<b>11-Jun</b>
22-May	<b>18-Jun</b>	<b>11-Jun</b>
23-May	<b>22-Jun</b>	<b>ASAP to meet due date</b>
24-May	<b>23-Jun</b>	<b>ASAP to meet due date</b>
25-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>
26-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>
27-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>
28-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>
29-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>
30-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>
31-May	<b>24-Jun</b>	<b>ASAP to meet due date</b>