

Invoices

...is it late?

The University prescribes to the Prompt Payment Act for determining when payment is due:

"Payment date" means either

- ▶ the date on which payment is due under the terms of a contract for provision of goods or services or
- ▶ if such date has not been established by contract,
 - ▶ (a) 30 days after receipt of a proper invoice by the state agency or its agent, or
 - ▶ (b) 30 days after receipt of the goods or services by the state agency,
 - ▶ whichever is later.

Steve Weiss Music Inc.
2324 Wyandotte Rd
Willow Grove PA 19090
United States
(215) 659-0100
1-888-659-3477

Goods Received Dates
Shipment 1 rcvd 2/3/25
Shipment 2 rcvd 2/11/25
Final Shipment rcvd 2/14/25



Invoice #	INV1347862.1
Date	1/26/2025
Due Date	2/25/2025

Invoice

Invoice from Supplier

Steve Weiss PO for Music - payment via gold card



Michelle Pickham (mmiller8)

To Leigh Penn (lpenn)

Reply Reply All Forward ...

Thu 2/13/2025 4:13 PM

- Outlook item
- Steve Weiss Music Invoice INV1347862.3 Outlook item
- Steve Weiss Music Invoice INV1347862.1 Outlook item

Email with Invoice to Buyer from Procurement

Steve Weiss Music Invoice INV1347862.1



Steve Weiss Music <info@steveweissmusic.com>

To UMW Invoices

Cc Michelle Pickham (mmiller8)

Reply Reply All Forward ...

1/27/2025

Original email from Supplier to Procurement with invoice attached

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Invoice Emailed from Vendor to Procurement

• January 27, 2025

Invoice Date (date on invoice)

• January 26, 2025

Due Date (date on invoice)

• February 25, 2025

Goods Received (Shipment 1)

• February 3, 2025

Goods Received (Shipment 2)

• February 11, 2025

Invoice Emailed from Procurement to You

• February 13, 2025

Goods Received (Final Shipment)

• February 14, 2025

The invoice is due 30 days from...?

March 16, 2025

Late Payment Request Form

If the invoice was not paid by March 16, 2025, you would need to get DOA approval prior to making a payment as the invoice is considered past due. Fill out the [Late Payment Request](#) form on the Procurement website for the Program Admins to facilitate this approval.

Date on Invoice *

MI ▾ DE ▾ YY ▾ **01/26/2025**

Date Invoice or Good/Service was Received *

The date the invoice OR the good/service was received, whichever was LATER.

MI ▾ DE ▾ YY ▾ **02/14/2025**

Invoice Due Date *

30 days from the date the invoice or the good/service was received.

MI ▾ DE ▾ YY ▾ **03/16/2025**

Paying a past due invoice without DOA approval prior to payment will result in an automatic 30 day suspension of your SPCC.

Resources:

- Prompt Payment Deadlines/Due Dates:
<https://adminfinance.umw.edu/ap/direct-paycheck-requests/prompt-pay-due-dates/>
- Late Payment Request Form:
<https://adminfinance.umw.edu/procurement/sm-all-purchase-credit-card/late-payment-request/>