

International Currency Draft



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

For use by UD employees in requesting checks drawn in international currency to a foreign individual or international organization/company.

FOAPAL RELATED CHANGES

International Currency Draft Functions	FOAPAL Change
1. Index code/Account	Input for FOAPAL strings

NOTE: the Treasury office reserves the right to require payment be made in Runway

INDEX CODE/ACCOUNT AND FORM STRUCTURE

The International Currency Draft form has undergone substantial cosmetic changes coincident with the Chart of Accounts changes at UD. Figures 1 and 2 (below) show the old form and its Index Code/Account input fields.

FOREIGN/INT'L DRAFT **FOREIGN/INT'L DRAFT REQUEST**

UNIVERSITY OF DAYTON
TO: TREASURER'S OFFICE
DAYTON, OHIO 45569-1640

NAME OF VENDOR PAYABLE TO: _____ DELIVERY DATE: _____ RETURN FORM TO: _____

MAILING ADDRESS: _____ ADDRESS: _____

CITY, STATE, ZIP CODE: _____ +4 ZIP: _____

TELEPHONE: _____ FEDERAL I.D. NO./SOCIAL SECURITY NO.: _____

DELIVER TO: DEPT _____ BLDG/RM # _____ +4 ZIP _____ DOCUMENTATION ATTACHMENT(S) _____

FORM LETTER INVOICE RECEIPT

ITEM	QUANTITY	DESCRIPTION OF ITEM IN ENGLISH / PURPOSE OF FOREIGN/INTERNATIONAL WIRE TRANSFER	ITEM PRICE	SUBTOTAL
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00

Company/Vendor Name: _____
Complete Address (Including Postal Code): _____
Reference: _____

NOTES: _____

SIGNATURE OF INITIATOR: _____ ZIP +4: _____ PHONE EXT: _____ DATE: _____

CONCURRENCE(S): _____

SUPERVISOR(S): _____ DATE: _____

DATE: _____

TOTAL INDEX CODE/ACCOUNT AMOUNT

TOTAL AMT \$0.00

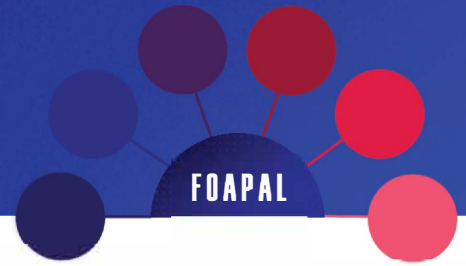
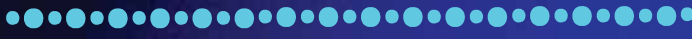
FORWARD TWO COPIES TO TREASURER'S OFFICE, ST. MARY'S 301, (+1640). DEPARTMENT RETAINS ONE COPY.

Figure 1: Foreign/International Currency Draft Request (old)

INDEX CODE/ACCOUNT	AMOUNT
TOTAL AMT	\$0.00

Figure 2: Index Code/Account input (old)

International Currency Draft



INDEX CODE/ACCOUNT AND FORM STRUCTURE (continued)

Figures 3 and 4 (below) show the new International Currency Draft request form and the new input fields for FOAPAL strings. Users have the ability to now enter two separate FOAPAL strings, as well.

University of Dayton
Request for Foreign/International Currency Draft

Date Received:

Department Name:	<input type="text"/>	Department Contact:	<input type="text"/>
Department Zip:	<input type="text"/>	Contact Phone:	<input type="text"/>

Payee (Beneficiary) Name & Address:

Payment Support including Purpose: (Attach original invoice, vendor's independent confirmation of bank account information, Form W-BBEN or W-BBEN-E)

Transfer Amount: Currency:

Department FOAPAL String:

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Approvals (Additional signatures required if payment is above signature thresholds)

Requestor Signature:

Department Head/Budget Officer Signature:

Dean/Vice President Signature:

VPFAS Signature: Print VPFAS Name: Date:

Department FOAPAL String:

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4: FOAPAL String input (new)

Figure 3: Foreign/International Currency Draft request form (new)

RETURN FORM TO:
Treasury, Tax & Investments, 300 College Park, St. Mary's Room 405, Dayton, OH 45469-1665