

University of California, San Diego

NON-TRAVEL RELATED DRAFT IN FOREIGN CURRENCY REQUEST FORM

Not all countries will accept a draft, please review the [eligible country list](#) before completing the form.

Payee Information

Payee/ Account Name _____

Draft Mailing Information

Address _____

Country _____

Zip Code / Country Code _____

Other relevant mailing information _____

FOREIGN CURRENCY DRAFT

*Type of Foreign Currency _____

Foreign Currency amount to be sent _____

USD amount being sent in foreign currency _____

Conversion by Disb

USD

FC

***If currency is Euros, you must put an X in one of the boxes below, indicating the country**

- | | |
|---------------|-----------------------|
| _____ Austria | _____ Ireland |
| _____ Belgium | _____ Italy |
| _____ Finland | _____ The Netherlands |
| _____ France | _____ Portugal |
| _____ Germany | _____ Spain |
| _____ Greece | |

Departmental Accounting Information

Payee/Vendor ID _____

Purchase Order Number _____

Copy of pertinent documentation (invoice, order form, travel, etc) MUST BE included when submitting Foreign Draft Request Form

Index	Fund	Acct	Reference	Amount	By Disb	
					Use tax Amt	Use tax Jrnl

Requester Name _____ Mail Code: _____ Ext: _____

Dept Approval Signature _____ Date _____

Submit the Foreign Draft Request Form AND supporting documentation via BFSupport Category: Invoices, Bills and Payments, Sub-Category: Wires and Drafts OR Fax to 858-534-4621

Disbursements Accounting/Scanning Information

Draft # (our log) _____ ITOPS or BofA reference # _____

Draft # (fm. Draft) _____ Document number _____

Ref. # (fm Draft) _____ TRN _____