



PO or PR #

FX Amount **OR** USD Amt to Convert Currency Type*

Recommended currency conversion is <http://www.oanda.com/currency/converter/>

Has the amount been inflated by 10%? YES NO

BENEFICIARY INFORMATION

Payee Name*

Payee Address*

Memo

DELIVERY INFORMATION

Is the draft to be picked up by the department? Yes No

If YES, please supply the following information:

Contact Name

Department

Phone Number

Note: If the draft has enclosures, attach a pre-addressed envelope.

INTERNAL INFORMATION

Requestor* E-mail*

Request Date* Phone Number*

Approved By* Approved Date*

By signing this form, you hereby agree to all its terms and policies, please check the box to acknowledge* YES Approver Signature

STAPLE THIS FORM TO THE TOP OF INVOICE(S). SEND TO - CASH MANAGEMENT, 1033 MASS. AVE, 2ND FLOOR

OFFICE OF TREASURY MANAGEMENT USE ONLY

Initiated By:	Date Released:
Approved By:	Reference #
US Equivalent Amount \$	Note:

Definition:

A Bank Draft substitutes for a check when payment is required in a foreign currency.

Instructions for completing the Bank Draft Authorization Form- FOREIGN CURRENCY:

- 1.) Determine if vendor **MUST** have payment in a foreign currency.
- 2.) Prepare PO (Purchase Order) or PR (Payment Request) for the amount of the bank draft, refer to invoice for information.
- 3.) Complete the BANK DRAFT AUTHORIZATION form in type only, please do not hand write.
- 4.) Attach the BANK DRAFT AUTHORIZATION form to the top of the vendor invoice(s).
- 5.) After the PO/PR is approved, be sure the PO/PR has been typed on the form then forward completed Bank Draft package to approver. It is required to have the "FOREIGN CURRENCY BANK DRAFT AUTHORIZATION FORM" approved in the signature field.
- 6.) Send completed form (with PO/PR #) and invoice to **CASH MANAGEMENT, 1033 MASS. AVE, 2ND FLOOR**
- 7.) Inquiries, call 617-496-3018.

Definitions of Commonly Used Terms

FX stands for Foreign Currency.

PO/PR: PO stands for Purchase Order. PR stands for Payment Request.

USD stands for United States Dollar.