

**Arizona State University
Request for Foreign Draft**

Total payment: _____ **Date Prepared:** _____

Payee Name: _____ **Taxpayer ID:** _____

Direct Inquiries to (Name)		Department			Phone	
Agency/Org Signature:	Date	Agency	Org	Sub-org	Object	Sub-obj

If payment is requested for **tangible goods** that are being purchased outside the state of Arizona and will not be shipped or brought back for use or consumption in the state of Arizona, the undersigned certifies to such:

_____ (requestor or area/org manager)

Please be aware that it is illegal to trade (do business with) certain individuals, organizations and countries as designated by the United States government. The Department of Treasury's Office of Foreign Assets Control (OFAC) publishes the Specially Designated Nationals and Blocked Persons (SDN) list identifying many of those designated entities.

If applicable, prior to requesting a foreign wire transfer or draft visit OFAC's website at <http://www.treas.gov/offices/enforcement/ofac/> to verify that your foreign wire or draft is not directed to an entity/person on the SDN list.

Administrative Fee for Returned Foreign Drafts:

ASU departments should ask foreign draft payees to verify their banking institution will negotiate foreign drafts issued by U.S. banks. ASU routinely has foreign drafts returned because the payee's bank will not accept foreign drafts issued by U.S. banks. This is most prevalent when dealing with Mexico's banking institutions. In most cases, however, wire transfers can be successfully processed, so departments should consider wire transfers as their first option.

Effective July 1, 2007 **ALL** returned foreign drafts will result in a \$25 administrative handling fee charged to the ASU departmental account originating the foreign draft payment.

FOREIGN DRAFT

Payee: _____
 Payee Country: _____
 Currency Type: _____
 Foreign Amount: _____
 Foreign Exchange Rate (to be filled in by Accounts Payable dept): _____
 Amount US\$: _____
 Reference: _____

Approval for payment over \$50,000	Date:	Approval for payment over \$50,000	Date:
Wire Entered by:	Date:	Wire Released by:	Date:

Please direct any questions regarding this form to Payables and Reimbursements at 965-3511.