

Total Payment _____ Currency Type _____ Date Prepared _____

Payee Name _____ Taxpayer ID _____

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

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

Requestor or Agency/Org Manager Signature	Date
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Please be aware that it is illegal to do business with certain individuals, organizations and countries as designated by the U.S. government. The Department of Treasury's Office of Foreign Assets Control (OFAC) publishes the Specifically 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 or person on the SDN list.

ADMINISTRATIVE FEE FOR RETURNED FOREIGN DRAFTS

ASU departments should ask foreign draft payees to verify that their banking institutions 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.

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

Foreign Amount	
Currency Type	
Foreign Exchange Rate (to be filled in by A/P department)	
Amount in US \$	
Payee Name	
Payee Country	
Account Address (optional)	
Reference	

Financial Services / GCA Accountant Approval		Date	
Approval for payment over \$50,000	Date	Approval for payment over \$50,000	Date
Foreign Draft Requested by	Date	Foreign Draft Received by	Date

Please direct any questions regarding this form to Payables and Reimbursement at 965.3511.