

	AP-106
	Foreign Currency Payments
	Prepared By: Accounts Payable
	Approved By: Associate VP Finance & Controller
	Effective Date: 1/1/2019

<p>Purpose</p> <p>To ensure that payment is made in accordance with university policies and procedures, and in the proper currency.</p>
<p>Policy</p> <p>All payments are made in U.S. dollars by the Accounts Payable department, except exceptional instances where the vendor does not accept payment in U.S. dollars.</p>
<p>Definitions</p> <p>Intentionally left blank</p>
<p>Procedures</p> <p>Follow the normal payment processes, EXCEPT...</p> <ul style="list-style-type: none"> ▪ Clearly indicate on the payment request document used that payment is in a foreign currency, ▪ Clearly indicate the foreign currency requested. <p>A foreign draft will be requested by the Controller's Office and mailed to the vendor.</p>
<p>Guidelines</p> <p>Intentionally left blank</p>
<p>References</p> <p>Intentionally left blank</p>
<p>Responsibilities</p> <p>Intentionally left blank</p>
<p>Required Forms</p> <p>Intentionally left blank</p>