

THE OHIO STATE UNIVERSITY FOREIGN DRAFT REQUEST

Vendor Name:
Send payment to:

Department:
Campus Address:

Vendor Number
(if available)

Invoice Date
(assigned by the vendor or by your department)

Purchase Order
(or Convenience Order#)

Invoice Number
(assigned by the vendor or by your department)

If you are not using a 10-digit purchase order and are making use of a Convenience Order, you must provide your ChartField combination below:

ORG	FUND	ACCOUNT	PROJECT	PROGRAM	TAX/USER DEFINED	AP USE

Description

Foreign Currency
Name or Code

Foreign Currency Total
OR
US Dollar Total

- Hold check for pickup
 Mail check

Signatures			
Originator Name		Phone	
Originator Signature		Title	
Approver Name		Phone	
Approver Signature		Title	
Department		Date	

Signatures

Originator and Approver names should be printed and signatures obtained. For AP Foreign Drafts Approver should be Dean, Vice President, Chair, Director or Senior Fiscal Officer. Originator and the Approver may not be the same person. Originator name will be contact person for Foreign Draft pick up.

For Office of Financial Services/Accounts Payable use only					
Entered by		Released by		Voucher #	
Tran ID		Clearing Ref #		Date	

Mail completed documents to: Accounts Payable, 2010 Blankenship Hall, 901 Woody Hayes Drive, Columbus, OH 43210
Phone: (614) 688-5680