

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	USER DEFINED

Quantity	Description	Unit Price	Extended Price

Type of Foreign Currency **Foreign Currency Total**

- Hold check for pickup
 Mail check

US Dollar Equivalent

Note: US Dollar Equivalent is based upon the daily foreign exchange rate. For this reason, the dollar amount expensed to your ChartField combination might vary from the amount shown above.

Dept. Contact	
Dept. Phone	
Approver Name (please print)	
Approver Signature	Date

Print and send completed form to Accounts Payable for processing:

Accounts Payable
 2010 Blankenship Hall
 901 Woody Hayes Drive
 Columbus, OH 43210 – 4016