

Foreign Currency Payments

1. Obtain the vendor's banking information
 - a. Name of vendor
 - b. Bank name
 - c. Bank city
 - d. Bank country
 - e. SWIFT number
 - f. Account number or IBAN (International Bank Account Number)
2. Contact the Bursar's Office for today's current exchange rate. The exchange rate is time sensitive so departments need to immediately create a check request , and obtain necessary approvals in workflow.
3. Create a KUPPS check request payable to the Bursar's Office
 - a. Vendor ID: 0000018906
 - b. Short Name: KU—UKANS-001
 - c. Address: 10 should be noted in the internal notes.
4. Check request amount must include \$25 for the wire fee. This is in addition to the amount of the payment.
5. The voucher comments must contain the following:
 - a. Description of what is being purchased
 - b. Name of vendor
 - c. Bank name
 - d. Bank city
 - e. Bank country
 - f. SWIFT number
 - g. Account number or IBAN (International Bank Account Number)
6. Departments should to notify their Payables contact regarding these payments.