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 notify their Payables contact regarding these payments.