### Purpose
To ensure that payment is made in accordance with university policies and procedures, and in the proper currency.

### Policy
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.

### Definitions
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### Procedures
Follow the normal payment processes, EXCEPT…
- Clearly indicate on the payment request document used that payment is in a foreign currency,
- Clearly indicate the foreign currency requested.
A foreign draft will be requested by the Controller’s Office and mailed to the vendor.

### Guidelines
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### References
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### Responsibilities
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### Required Forms
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