**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**

Intentionally left blank

**Responsibilities**

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**Required Forms**

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