

FOREIGN/INT'L DRAFT

FOREIGN/INT'L DRAFT REQUEST

UNIVERSITY OF DAYTON
 TO: TREASURER'S OFFICE
 DAYTON, OHIO 45469-1640

NAME OF VENDOR PAYABLE TO:			DELIVERY DATE:			RETURN FORM TO:				
MAILING ADDRESS			Please review the policies/requirements on the website. Must be received in Treasurer's Office, St. Mary's 301, (+1640) at least three (3) business days prior to payment date.			ADDRESS:				
CITY, STATE, ZIP CODE						+4 ZIP:				
TELEPHONE	FEDERAL I.D. NO./SOCIAL SECURITY NO.									
DELIVER TO:	DEPT	BLDG/RM #	+4 ZIP	DOCUMENTATION ATTACHMENT(S)						
				FORM	LETTER	INVOICE	RECEIPT			
ITEM	QUANTITY	DESCRIPTION OF ITEM IN ENGLISH / PURPOSE OF FOREIGN/INTERNATIONAL WIRE TRANSFER					QUOT PRICE	ÚVÓVUVOŠ		
1										
2										
3										
4										
		Company/Vendor Name:								
		Complete Address (Including Postal Code):								
		Reference:								
NOTES:		SIGNATURE OF INITIATOR			ZIP +4	PHONE EXT.	DATE	INDEX CODE/ACCOUNT	AMOUNT	
		CONCURRENCE(S)								
		A P P R O V A L	SUPERVISOR(S)					DATE		
_____					DATE		TOTAL AMT			

FORWARD TWO COPIES TO TREASURER'S OFFICE, ST. MARYS 301, (+1640). DEPARTMENT RETAINS ONE COPY.