

**Check here if you are under the College of Agriculture or Experiment Stations.  
This will route the request through the Ag Budget office.**

Foreign Currency Information

Country: \_\_\_\_\_

Name of currency: \_\_\_\_\_

Amount of foreign currency requested\*: \_\_\_\_\_

*\*A \$20.00 bank fee will be automatically added by the NDSU Accounting office to the amount requested.*

Explanation of payment: (department is responsible to keep invoices and other supporting documents on file for five (5) years.)

Amount or Percent %	Account	Fund	Dept	Program	Project

Requester's Information

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please indicate EXACTLY who the draft should be made payable to:

Payable to: \_\_\_\_\_

**Payees: IRS Form W-8 Required for All Suppliers Before Payment is Processed.**

When approved, the information will be routed to the Bank of North Dakota and returned to the Accounting Office by mail. You will then be called to pick up the draft. The department is responsible for mailing the draft to the payee.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

When submitting the form please include the supporting documentation such as an invoice and payment instructions from the supplier. Please refer to the \_\_\_\_\_ for more information on these payments.

<b>Route this form to:</b>
Accounting Office
Old Main 11
Phone: (701) 231-7432
Fax: (701) 231-6194