

# Bank Draft Authorization Form

Web Voucher #

Foreign currency name: \_\_\_\_\_

Foreign currency amount: \_\_\_\_\_ US equivalent amount: \_\_\_\_\_

Payee name: \_\_\_\_\_

Payee address: \_\_\_\_\_  
\_\_\_\_\_

Is the draft to be picked up by the department? YES  NO

If YES, please supply:

Department name: \_\_\_\_\_

Department address: \_\_\_\_\_

If NO, please attach an envelope addressed to your vendor.



Requestor name: \_\_\_\_\_ phone: \_\_\_\_\_

Coding for wire fee: \_\_\_\_\_  
                          tub           org           object           fund           activity           subact           root

Approved by: \_\_\_\_\_

Staple this form to your invoice and send to your web voucher approver. The approver should approve the web voucher and send this form and invoice to:

**Cash Management  
Holyoke Center, Room 451  
1350 Massachusetts Avenue**

**For Cash Management use ONLY**

US\$ equivalent: \_\_\_\_\_ Draft #: \_\_\_\_\_

Issue date: \_\_\_\_\_