

UNIVERSITY OF MIAMI - Departmental Request for International Draft

TO: Guiselle Guerrero
Cash Management Department
1320 South Dixie Highway, Gables One Tower, Suite 1230
Telephone (305) 284-6789

Required Documents: FAXES WILL NOT BE ACCEPTED, ORIGINALS ONLY PLEASE!

- 1) This document, signed by authorized signer.
- 2) Appropriate backup documentation must be attached (invoice, registration, etc.).
- 3) Accounting Information below must be completed. Incomplete forms will be returned to originator without processing.

Please issue an international draft as indicated under PAYEE INFORMATION & charge the University's account(s) as reflected below under accounting information:

From: **Date:**

Dept: **Phone:**

Re:

PAYEE INFORMATION

Name

Country

Amount

Currency (specify)

Draft disposition Mail in attached envelope Call for pickup

Pricing Information (To be Completed by Cash Management)

Exchange Rate:

US \$

Fees:

Total Cost US \$

Draft request initiated by:

Order date:

Authorized Signature (up to \$24,999)
 (must be authorized signer under acct info)

From:

Title:

Chairperson or Dean Signature (from \$25,000 to \$49,999.99)

Name:

Title:

Signature Responsible V.P. (\$50,000 and over)

Name:

Title:

Sponsored Expenditure Compliance Approval
 (if Sponsored acct is listed below)

Name:

Title:

Univ. bank acct signer

Name:

Title:

Note: Any fund transfer \$65,000 or over requires approval by a signer on the University's bank account. The Cash Management Dept. will secure that approval.

Accounting Information

1. Batch Control form needs to be completed and attached to this form. Please visit the web site: <http://www.miami.edu/controller/forms> for blank copies of this form and the batch control form.
2. Complete the following information below: (a) Batch Reference No., (c) % to be allocated to each account (total percentages should equal 100%), (d) account # & sub-object code to charge (debit), (f) transaction description, & (h) Purchase Order No. (if applicable) - encumbrance will decrease.
3. Cash Management will complete: (b) FRS bank No., (e) Reference # 1 (date of draft), and (g) amount including fees based on % indicated in (c), and (i) batch total.
4. Sponsored accounts require the approval of the Sponsored Expenditure Compliance Office prior to submission of this form to Cash Management.
5. Once the draft is completed by Cash Management this form will be forwarded to the Controller's Office for recording in the University's accounting system (FRS).

(c) Percentage to each account	Entry to Record Transfer							
	(a) FRS Batch Reference No. <input type="text"/> (If you do not have a Batch Reference ID, contact Nick Dabraio at 284-5717)					(b) FRS Bank No. <input type="text"/> (to be entered by Cash Management Dept.)		
	#	TC #	(d) DEBIT (CHARGE)		(e) Ref # 1	(f) DESCRIPTION	(g) AMOUNT	Ref #2
		Account	Sub-object	mm/dd/yyyy	(Required)	(Completed by Cash Mgt.)	(h) Purchase Order No. (if applicable)	
<input type="text"/>	1	040	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	2	040	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	3	040	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If assistance is needed to complete the journal entry, contact Piedad Munoz, Director of General Accounting, at 305 284-4244					(i) Batch total	<input type="text"/>		