

OFFICE OF THE STATE TREASURER
Foreign Draft Order Form

Complete top two sections (Draft and Purchaser Information) and send to Accounts Payable. Questions on the form should be addressed to Dan Patten at (541) 346-4235. Requests received prior to 10:00 A.M. will be processed the same day. Foreign draft will be mailed to the address provided under the Purchaser Information section via overnight courier.

Please type or print clearly.

Draft Information (To be completed by agency)

Foreign Currency: _____ Amount of Draft: _____

Draft Payable to: _____ Agency Account to Charge: **58005**

Remitter (Agency Name): _____

Additional Details: _____

Purchaser Information (Draft will be mailed to this address)

Agency Name: _____ Address: _____
Attention: _____

Agency Authorized Signature: _____

Date : _____

University of Oregon Information:

Index _____ Fund _____ Org _____ Acct _____ Prog _____ Actv _____

Dept Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Office of the State Treasurer Use

Verification and Input

By: _____
Date: _____
Signature Verified: _____

Secondary Authorization and Release

By: _____
Date: _____ Time: _____
Sig. Verified: _____
Control # Assigned: _____

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Draft Information (To be completed by agency)

Foreign Currency: Mexico Peso

Amount of Draft: 5,500.00

Draft Payable to: OIP Univ. of Mexico
1234 Monterey Street
Mexico City, Mexico

Agency Account to Charge: 58005

Remitter (Agency Name): University of Oregon - Office of International Programs

Additional Details: Register Mr. Hernandez for OIP Conference.

Purchaser Information (Draft will be mailed to this address)

Agency Name: University of Oregon
Attention: Joe Smith

Address: Oregon Hall Room 330
1585 E. 13th Ave.
Eugene, OR 97403

Agency Authorized Signature: _____

Date : _____

University of Oregon Information:

Index _____ Fund _____ Org _____ Acct _____ Prog _____ Actv _____

Dept Signature: _____

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Printed Name: _____

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