

TCU Foreign Draft Guidelines and Process

Guidelines

TCU processes supplier payments via check in US dollar in Jaggaer.

If suppliers require payment in a currency other than USD, the first option is a foreign draft. A foreign draft is a bank check drawn in a foreign currency. If a foreign draft is not acceptable and a wire is required, see Jaggaer for wire guidelines and submission.

TCU does not pay outside suppliers via ACH. Only TCU Employees and students are paid via ACH.

Important Information

- Foreign drafts exceeding \$1,000 require *two* departmental approvals
- Supplier onboarding rules apply. All new or inactivated suppliers are required to provide their W8 along with the completed Supplier Qualification Form (found on the AP website). Email W8's and completed Supplier Qualification Forms to CON New Vendor Request newvendorrequest@tcu.edu.
- For payment for services, comment in the body of your email submission if service was performed inside or outside of the US. If inside the US, Glacier must be completed prior to payment. See Shelli Mathis in HR for Glacier processing prior to submitting your payment request to Accounts Payable. Include the Glacier tax determination sheet when requesting the foreign draft.
- Foreign drafts are ordered by Accounts Payable through Western Union (WU), and are sent by WU to Financial Services. Most departments request Federal Express mailing for foreign drafts due to international mail inconsistencies. When submitting a foreign draft request, indicate if the draft is to be mailed via USPS or FedEx. If FedEx, include the completed FedEx Form from the TCU Mail Center's website https://www.tcupostoffice.com/MS_Intro_01.asp with your submission.

To submit a foreign draft request

Email the approved supplier invoice to AP Invoices apinvoices@tcu.edu, with "Foreign Draft Request" at the beginning of the email subject line. Include comments and/or additional information as noted above with your submission.