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, a foreign draft may be requested. 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. Note: GBP and Australian Dollars are not available for drafts, departments should request a wire.

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

Important Information

- Foreign drafts $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). Use the Supplier Create tile in Jaggaer to submit a supplier create request **prior** to submitting your foreign draft payment request.

- 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. Contact Human Resources 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 supplier invoice to AP Invoices apinvoices@tcu.edu, with "Foreign Draft Request" in the email subject line. Include approvals (you must type "Approved") and/or additional information as noted above in the body of the email.