

**BANK DRAFT AUTHORIZATION**  
URL: <http://www.travel.harvard.edu/>

WEB VOUCHER#
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\_\_\_\_\_ type and amount of foreign currency \_\_\_\_\_ exchange rate used from URL

Payee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

If "yes", department name and address: \_\_\_\_\_

If "no", please supply a self-addressed envelope (for mailing the draft).

\_\_\_\_\_ name of requestor      \_\_\_\_\_ telephone      \_\_\_\_\_ date  
\_\_\_\_\_

Coding for draft fee \_\_\_\_\_

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

**Staple this form to the front of each invoice in order to request that we draw the check on a foreign bank in foreign currency.**

CASH MANAGEMENT USE ONLY

US \$ Equivalent: \_\_\_\_\_ Draft # : \_\_\_\_\_

Issue Date: \_\_\_\_\_

SEND TO:

OFS CASH MANAGEMENT  
HOLYOKE CENTER ROOM 451  
1350 MASSACHUSETTS AVE.