



302.4.1.f – Request for Collections of a Foreign Item

DATE: _____

TO: Head Teller
Office of the University Cashier
CB#1400

FROM: Department Name: _____
Person Requesting Conversion: _____
Email Address: _____
Telephone Number: _____
Payer: _____
Foreign Amount: _____

Instructions:

1. Fill in the above information.
2. Attach the foreign item to this form and send both to the above address; keep a copy of this form and the foreign item for your reference.
3. The bank will convert the item to US dollars using the current exchange rate. The rate is subject to change daily. A one-time collection charge may be applied to the transaction. This charge is taken against the proceeds of the conversion.
4. Once the conversion is complete, the bank deposits the proceeds back to the Cashier’s Office. The Cashier’s Office will contact you and provide the conversion documentation and the net amount of the deposit after the conversion.
5. Using the net amount and date provided by the Cashier’s Office in step 4 above, create an “Other” deposit in the University Deposit System to record payment using **333333** as the merchant ID for the deposit.
6. For additional information, please contact the Office of the University Cashier at headteller@unc.edu.

NOTE: PLEASE KEEP A COPY OF THIS FORM and the CHECK FOR YOUR RECORDS.

PLEASE ATTACH CHECK HERE