

REQUEST FOR FOREIGN WIRES

1. If sending **Foreign Currency** please contact the State Treasures Office in Topeka to lock in currency exchange rate prior to submitting voucher to DFS. Requests for rates should be sent via e-mail to Treascash@treasurer.ks.gov first thing in the morning.
 - a. Wires in Foreign Currency **MUST** be processed the same day the rate is obtained from the State Treasurer's Office.
 1. Requests for Wires **MUST** be submitted electronically through eForms before **11:00 am** to be processed the same day (payments go out the day after the document is processed).
 2. Include the e-mail from the Treasurer's Office with the conversion rate in the back up documentation of the APV.
2. Open the Foreign Wire Request found in eForms:
 - a. Please complete all required fields on the Foreign Wire Request Form
 1. Include information in optional fields as needed
 1. Example: if sending Foreign Currency, you will need to fill out the Foreign Currency Amount. If you are sending US Dollars, Foreign Currency Amount will be left blank.
 2. Voucher # should be blank (DFS enters the Voucher info)
 - b. All Foreign Wires are subject to a \$25 fee, to be collected at the beginning of the following month
 1. DFS will complete the fee payment on behalf of the department
 2. In the **FOR KSU USE ONLY** section of the Foreign Wire Form enter the Project, Source and Org that you would like the \$25 fee to be charged
 - i. This fee cannot be paid with Grant Funding
3. In eForms create your Agency Payment Voucher, APV
 - a. Payment indicator will be "A"
 - b. Check type is State
 - c. Wire Type will be one of the following:
 1. Foreign Currency
 1. If sending foreign currency

Header Information	
Document Org:	05040 Division of Financial Services ▾
User Number:	<input type="text"/>
Invoice Date (Transaction Date): (MM/DD/YYYY)	<input type="text"/>  Invoice Date Tips
Remittance Info:	<input type="text"/>
Check Type:	State ▾
Wire Type:	Foreign Currency ▾
Title:	<input type="text"/>

2. US Dollar – Foreign
 1. If sending US Dollars to a Foreign Bank

Header Information	
Document Org:	05040 Division of Financial Services ▾
User Number:	<input type="text"/>
Invoice Date (Transaction Date): (MM/DD/YYYY)	<input type="text"/>  Invoice Date Tips
Remittance Info:	<input type="text"/>
Check Type:	State ▾
Wire Type:	U.S. Dollars - Foreign ▾
Title:	<input type="text"/>

d. VENDOR INFORMATION

1. Search and select the Vendor you are wanting to send a Wire. The vendor should match the invoice.

e. AGENCY INFORMATION

1. Fill out department information or select to use saved information.

f. FUNDING INFORMATION

1. Enter your funding string
2. Object codes for wires are the same as for any other APV.
 1. Reference the [Expense Object Code Listing](#) if you have questions.

g. PURCH INFORMATION

1. Enter the purchase requisition or contract number associated with the purchase if necessary for the purchase.

h. DESCRIPTION INFORMATION

1. Enter the needed invoice and cost information.
2. Include a brief summary of what is being purchased.
 1. Do not include any bank information on the APV.

i. FLAG INFORMATION

1. Click any applicable flags to help clarify the voucher.

j. TRUSTEES

1. This will show others that have access to the voucher.
2. Add other Trustees as needed.

k. FINAL FORM

1. Click View Form and print/download to
 1. obtain a wet signature (or)
 2. electronic signature
2. Upload approved APV, Wire form, invoice/receipts and other substantiation.
 1. All documentation attached should be in PDF format.

l. CHECK IN

1. Click Send Electronically Button