



Convenience Check & Foreign Draft Instructions 15 March 2013

Checks (in USD) and foreign drafts are purchase/payment tools that can be issued by a Procurement Division check writer when **all** of the following apply:

- All efforts to find a source that accepts the VISA card were unsuccessful and the supplies or services required are **ONLY** available from a merchant that does not accept the card
- The cost of the supplies or services does not exceed \$3,000, or the equivalent based on the bank exchange rate when the purchase is made from a foreign vendor. (check the rate at www.xe.com)
- If services, they are not recurring (recurring services **MUST** be on a contract)
- No obligation to purchase has been made prior to the commitment of funds by a funds Certifying Official (approved NC Form 2276), or by someone without authority to obligate the Government. **See page 2 if obligation has been made prior.*

If your situation meets these criteria, follow these instructions to request a Convenience Check or Foreign Draft for supplies or services:

- 1) Complete a NC Form 2276 using the amount quoted by the vendor
 - Include the foreign currency type and amount in the description block (if a foreign draft request)
 - Include a separate line for the **1.7% US Bank fee for convenience checks; there is no longer a fee for foreign drafts.**
 - Include the vendor's complete business mailing address
 - Include the mailing address where the check or foreign draft needs to be sent if different than above
- 2) Email the approved 2276, the vendor's quote for the required item/service, and a request for purchase via foreign draft or convenience check to the Outlook **PR Receiving Box**. Your request will then be workload assigned to one the Procurement Division's check writers. **Please note, ONLY THE CHECK WRITER can and must provide written authority for the vendor to commence service or delivery when a Convenience Check or Foreign Draft is to be issued.**

*****This process will take at least 5 business days*****

- 3) Once the supplies or services are received, certify the invoice and email it back to the Outlook **PR Receiving Box**.
 - To certify an invoice include the following (completed) statement:

I certify that the supplies/services were received and accepted on enter date, as conforming to specifications required, enter 2276 document number, enter invoice number, dated enter day, month, year.

*Name, Title, Signature,
Unit Address
Duty telephone number*

If the invoice is in a foreign language it must be translated to English, and the translator will need to sign and date the document. The invoice must also be itemized including any associated

taxes. It is important for the check writer to be aware of any noted tax because we are not required to pay sales tax (foreign or domestic), and will need to ensure they are not included in the invoice total.

Advance payments are not authorized, with the exception of subscriptions and training; however, advanced payment of registration fees for training requires an SF182 http://www.opm.gov/forms/pdf_fill/sf182.pdf to be completed.

* If an obligation has been made prior to commitment of funds or by someone other than the check writer, an unauthorized commitment has occurred. In accordance with [DoDEA Administrative Instruction 8000.2](#), unauthorized commitments require a request for ratification. **No checks or drafts can be issued unless and until the unauthorized commitment is ratified by the DoDEA Procurement Division.** If not ratified, the employee who made the unauthorized commitment will be the sole party liable for its payment. Contact the Procurement Division to request the ratification template.