

Finance Division

Purpose: While the university reports consolidated financial activity using a US dollar value, many of the underlying transactions that occur at the international and domestic locations are processed using a currency other than the US dollar. Oracle and other administrative applications must be configured to allow for the use of multiple foreign currencies in order to accurately reflect the financial transaction activity. This form must be completed to request the establishment for use of a new foreign currency that is not resident within Oracle.

Requestor Name: _____ Date: _____
Requestor's Department: _____ Requestor's Phone Number: _____
ALG Rep./Dept. Business Manager: _____ Requestor's E-mail: _____

Event(s) requiring the addition of a new currency (check all that apply - additional information may be attached):

Opening a new campus location, program, initiative w/i a new country/region	Opening a new bank account New ledger	Vendor payments w/i specific country Instability of existing reporting currency
Student Receipts	Travel to new location	

Currency to be added: _____ Location/Region: _____
Bank utilizing new currency: _____ Anticipated date needed: _____
Anticipated volume of transactions: _____ Value of requested currency: _____
Ledger(s) that will use the new currency (check all that apply): Australia Qatar U.S. Other: _____

Oracle GL Cash Account where currency will flow (only needed if new bank account): _____

Oracle and other systems that will use the new currency for transaction processing (check all that apply):

Oracle Cash Management	Oracle AR	Oracle AP	Oracle GL
Oracle Procurement	Financials Data Warehouse	Student Information System (SIS)	Advancement
Workday	Payroll	Other: _____	

Types of transaction that will be processed using the new currency (check all that apply):

Daily Sweeps	Tuition deposits	Investments	Travel/expense reimbursement
Vendor payments	Payroll payments	Transfers	Other: _____

Authorizing Signature

ALG Rep./Dept. Business Manager Date

Form should be submitted to Katie Price, Manager, International Finance at this point.

Currency Review Committee Use Only

FMT Meeting Date: _____ Decision of the Currency Review Committee:
Members in attendance: _____ Explanation for decision:

International Finance	Financial Systems
Controller's Office	Treasury
Budget Office	

AVP, International Finance Date AVP and Controller Date

Director, Financial Systems Date Treasurer Date

AVP, Budget and Financial Planning Date

Finance Division Use Only

Completed by: Date:

Please return this form to Katie Price Manager,
International Finance via email:
kprice@andrew.cmu.edu

Updated: 12.14.2023