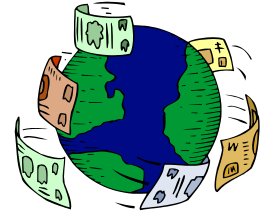# Foreign Check Procedures
International and Unencoded Checks

How do I identify a foreign check?

Bank account encoding for U.S. banks uses a nine-digit routing number with no spaces or separators. A vertical bar followed by two dots identifies the beginning and end of the routing number. If this is not present, the check is a foreign check.

Example of U.S. routing number encoding: |:123456789|:

What do I do if I receive a foreign check?

All foreign checks (including Canadian) must be submitted separately to the Bursar's Office. These checks cannot be processed through your regular Transact Departmental Deposit, as fees and exchange rates may apply, and they cannot be processed in batch with our other checks.

Foreign checks must be submitted on a separate Bursar advice. Identify the check as "Foreign" and provide both the cost object and gl account for posting. The department name and your contact information must also accompany the payment. Do NOT enter a Transact deposit or include a Departmental Deposit Form. The Bursar's Office will process the check separately and modify its handling as needed. You will be notified once the item has posted in SAP.

PLEASE NOTE: For *international customers*, it is recommended that you specify payment is to be made in *"U.S. funds drawn on a U.S. bank."*

Ensure this information is communicated to all staff who may process these items. Timely credit is our priority, and broader awareness of the special handling requirements will improve processing efficiency.