



International Transaction Fee Receipt

(Please Print Information)

Bank of America charges an international transaction fee for the conversion of currency. They do not provide a receipt for this fee; therefore, the "International Transaction Fee Receipt" must be completed and will serve as the receipt for the international transaction fee. **A receipt is required for the initial purchase.**

International Transaction Fee Information

Purchase Date _____ Post Date _____

International Transaction Fee Amount _____

Vendor Information – (Initial Purchase)

Vendor Name _____ City/State _____

Amount Purchased From Vendor _____

Description of Item(s) Purchased _____

Accountholder Information

Accountholder Name _____

Department _____ Telephone # _____

Accountholder Signature _____ Date _____

Approver Signature _____ Date _____

Department Head Signature _____ Date _____