



# WSSU

## **International Transaction Fee Receipt**

(Please Print Information)

Bank of America charges an international transaction fee for the conversion of currency. This fee will appear on your Works and Bank of America statements as a separate transaction listed as "International Transaction Fee". Bank of America does 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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Cardholder Information**

Cardholder Name \_\_\_\_\_

Department \_\_\_\_\_ Telephone # \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Reconciler Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_