



Wire Transfer Request Form

Treasurer's Office Use Only

Treasurer's Office Approval		Approval Date	
Exchange Rate		TRN	
Bank Authorization Number		Date of Wire Transfer	

Campus AP / Bursar Department Use Only

Campus		Date of Request	
Name of Requester		Campus Phone	
Reason for Wire Pmt			
Campus Controller Approval		Approval Date	

Section A: Required Bank Information

US Dollar Amount			
Foreign Currency Amount		Currency Type <small>(Specify if other than USD)</small>	
Bank Name		SWIFT Code <small>(Foreign Banks)</small>	
Bank ABA			

If funds are to be wired in USD outside of the US, a corresponding US bank is required.

Bank IBAN <small>(Country Specific Code)</small>		Bank Acct. No.	
Reference Information <small>(For Wire Reference)</small>		Bank Acct. Name	

Section B: Payment Information

Purchase Order Number <small>(Use only if PO Voucher)</small>		Voucher ID	
Vendor ID	Vendor Location	Vendor Name	
Invoice Date	Invoice Number		

Section C: Chartfield Information

Business Unit						
Account	Fund	Dept ID	Program	Class	Project/Grant	Line Amount

