



TREASURERS OFFICE USE ONLY

Treasurer's Office Approval		US Dollar Amount of Wire	
TRN		EXCHANGE RATE	
Date of wire transfer		Bank Confirmation	

DEPARTMENT REQUESTOR USE ONLY

Name		DATE	
Campus		PHONE #	
Department		<i>Please forward completed form to your campus AP/Controller's office</i>	

US DOLLAR WIRE TO BENEFICIARY IN THE US

US Dollar Amount		Bank Name	
Bank ABA/Routing #		Bank Acct #	
Name on Bank Acct			
Reference Info (to be included on wire)			
Beneficiary Address			

WIRE TO BENEFICIARY OUTSIDE THE US

Please select 1 of the following:			
US Dollar Amount		*USD to Foreign Country requires corresponding US bank info	
Bank Name		Foreign Currency Type	
Name on Bank Acct		Foreign Currency Amount	
Acct # (not necessary if IBAN provided)		IBAN	
Sort Code		Swift Code	
Reference Info (to be included on wire)			
Beneficiary Address			
Corresponding Bank Name*		Corresponding Bank ABA/Routing # *	

		Approval Date	
Purchase Order #		Voucher ID	
Vendor ID		Vendor Name	
Invoice Date		Invoice #	
Chartfield Info (Required)		BUSINESS UNIT	
Account			
Fund			
Dept ID			
Program			
Project/Grant			
Line Amount			

PLEASE BE SURE TO INCLUDE BACK UP FOR THIS REQUEST INCLUDING ANY CORRESPONDENCE FROM BENEFICIARY WITH BANK INFO