

Wire Transfer Request

Instructions: Complete this form and then route for approval using DocuSign to request an outgoing wire transfer payment (\$7 wire transfer processing fee). Upload any required supporting documentation, such as, vendor's invoice/service agreement before submitting for approval. If sending the wire transfer in foreign currency, the currency exchange rate will be calculated on the date the wire transfer is processed (rates obtained from JP Morgan Chase) and the requesting department will be notified via email.

	A. RE	QUESTOR II	NFORM	1AT	ION		
epared By:			Phor			e: Date:	
Email:							
		AYMENT IN					
Description:							
Invoice Number:			Date:			Amount:	Foreign USD
Details (optional): If the invoice/service agreement payment amount does not equal the wire					D. Wire Transfer Details		
transfer amount (i.e. partial payment) then Description	elow. Unit Price Quantity Total			Total	Currency:		
Description		Offic Price	Quanti	ıty		Processing Date:	
						(for future-dated wire transfers only)	
						Recipient	
						Name and Address:	
Wire Transfer Total:					Account Number:		
C. Account(s) To Be Charged:					IBAN (international):		
Enter the Cost Center(s), amount(s) to be charged for the wire transfer payment and the related account. If sending the wire transfer payment in foreign currency, enter the estimated USD equivalent.					Recipient Bank Bank Name and Address:		
lect the Cost Center that will be charged for the wire transfer fee.					Bank Name and Address.		
Cost Center/Project ID	Amount	Account		Tra	nsfer Fee		
						Country:	
						Routing Number:	
						Bank Code (optional):	
Wire Transfer Fee:						Sort Code (optional):	
Total:						SWIFT Code (international):	
CERTIFICATION						Intermediary Bank (optional)	
I certify the above services were rendered or goods received, and they correspond in every particular with the contract under which they were procured and the invoice is true, and unpaid.					Bank Name and Address:		
Department Manager Name:							
						Country:	
Signature			Dat	e		SWIFT Code (international):	
		OTS OFFICE (JSE ON	ILY			
Date Approved for Payment:	Approver Signature:					Date Wire Processed:	
Currency Exchange Rate:	U.S. Dollar Equivalent: Processed				Processed	Ву:	
Comments:							

Revised: 10/28/2020