UNIVERSITY OF PUGET SOUND

**WIRE TRANSFER REQUEST FORM**

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| Requested by (Please print):       Signature: |
| Requestor’s Department:       Phone Extension: |
| Date funds are to be wired:       Fiscal Year: |
| Total amount of wire: $      USD or Foreign Currency (Specify): |
| Transaction Coding:  1) $      Speedchart #      Account #      Chartfield 1 #  2) $      Speedchart #      Account #      Chartfield 1#  3) $      Speedchart #      Account #      Chartfield 1#  If additional space is needed for coding, please attach or use reverse.  Wire description to be entered in PeopleSoft (30 characters or less):  1)  2)  3) |
| Explanation required in this space if vendor back-up is not attached: |

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| **(A) Repetitive Wire Selections** (check one)  *Originally established & approved in Wells Fargo CEO by a Company Admin. Bank data is already on file – if unchanged skip section (B). If changed, complete section (B).*  **Debt Service**  WHEFA98 Debt-USBank  WHEFA01 Swap-SoGen  WHEFA01 Debt-USBank  WHEFA06A Swap-BNYM  WHEFA12A Debt-USBank  WHEFA06B Swap-BNYM  WHEFA12B Debt-USBank  **Endowment Investments Human Resources**  See Attached  EE/ER TIAA/CREF    **International**  Dijon, France  (Banque Rhone-Alpes)  Dijon, France  (Nathalie Choplain)  CIE-Centre Int’l Studies, Dijon | **(B) Non-Repetitive Wire Information**  Bank ABA # (nine digit routing number):    International Routing Code (if applicable):    Bank Name:    Bank Address:    City:    Account Number:    Account Name:    Reference to Beneficiary (note to vendor): |

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| **Position** | **Wire Transfer Approval Process**  **Responsible for Ensuring** | **Signature (also certifying all steps in approval process have been completed)** |
| Budget Manager(s) or other individual(s) with spending authority for Speedcharts (Dept or Project) listed above | Valid University expenditure within  budget allocation or other authorization |  |
| Director of Financial Reporting/Tax, AVP Finance, or AVP Financial Planning for non-repetitive, international, investment, & debt[[1]](#footnote-1) | Finance approval - verify for general appropriateness and reasonableness of request, including compliance requirements and adequate supporting documentation |  |
| Administrative Assistant, Office of Finance, Senior Financial Accountant, or Senior Financial Accounting Analyst | Verify adequate backup from vendor and/or Dept.; verify Budget Manager is authorized to sign for department or project speedchart given; verify adequate funding is available in the general bank account for the transfer; enter the wire in the bank system per this request. | Funds have been verified: |
| Director of Financial Reporting & Tax, AVP Finance, or AVP Financial Planning1 | Wire approver in Wells Fargo CEO - verify wire entered agrees with this request and backup and wire is released |  |

1. The positions listed serve as primary and backup approvers, in the order listed. [↑](#footnote-ref-1)