

UNIVERSITY OF PUGET SOUND

WIRE TRANSFER REQUEST FORM

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:	

<p><u>(A) Repetitive Wire Selections</u> (check one) <i>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).</i></p> <p><u>Debt Service</u> <input type="checkbox"/> WHEFA22 Debt-USBank <input type="checkbox"/> WHEFA23 Debt-USBank</p> <p><u>Endowment Investments</u> <u>Human Resources</u> <input type="checkbox"/> See Attached <input type="checkbox"/> EE/ER TIAA/CREF</p> <p><u>International</u> <input type="checkbox"/> Dijon, France (Banque Rhone-Alpes) <input type="checkbox"/> Dijon, France (Nathalie Choplain) <input type="checkbox"/> CIE-Centre Int'l Studies, Dijon</p>	<p><u>(B) Non-Repetitive Wire Information</u></p> <p>Bank ABA # (nine digit routing number):</p> <p>International Routing Code (if applicable):</p> <p>Bank Name:</p> <p>Bank Address:</p> <p>City:</p> <p>Account Number:</p> <p>Account Name:</p> <p>Reference to Beneficiary (note to vendor):</p>
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Position	<u>Wire Transfer Approval Process</u> 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	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: <input type="checkbox"/>
Director of Financial Reporting & Tax, AVP Finance, or AVP Financial Planning ¹	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.