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 withinbudget 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)