

WIRE PAYMENT REQUEST FORM

Submit this form and supporting documentation through NiFTy.

**This form should only be used when requesting payment to a supplier located outside of the United States. Domestic wire requests will be considered on a case by case basis.*

Department Requesting This Payment

Department Name:		Contact Person:	
Today's Date:		Phone:	
Pay by Date:		Email:	

Payee Information

Traveler/Supplier ID :		Traveler/Supplier Name :	
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Distribution Information

Purchase Order Info:	P.O. #:		Receipt #:		Invoice # :	
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Other (Non-PO) Distribution Information:

Exp. Report #:

Close out PO? ☐ Yes ☐ No

	Dept.	Fund	Project	Account Code	Chartfield 1*	Chartfield 2*	Chartfield 3*	Activity ID**	Resource Type*	Resource Category***	Sub Category***	Asset
	Total Amount	*Optional **Required for Projects only ***Optional for Projects										

Justification for Foreign Payment (Please be specific)

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Departmental Approval

Department Head/Budget Manager (print):

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Department Head/Budget Manager (sign): _____

Date: _____

Foreign Payment Processing Type

Electronic Wire Transfer

Bank Name		IBAN #	
Bank Address		Payee's Acct.	
Swift Code		Name on Acct.	
Amount/Currency			

To Be Completed by Controller's Office Staff Only

SRA/Foundation/FSURF Review: _____	Date: _____
Wire Payment Account Specialist/OFAC Review: _____	Date: _____
Voucher ID(s): _____	
Payables and Disbursements Associate Controller Review: _____	Date: _____
Bank Payment Account Specialist Review: _____	Date: _____
Treasury Management Assistant Controller: _____	Date: _____
Controller Review: _____	Date: _____