

**UNIVERSITY OF CALIFORNIA RIVERSIDE**

**WIRE TRANSFER REQUEST**

**Guidelines for Wire Requests:**

Wire requests should be used for payments requiring special handling that cannot otherwise be paid via check or Pcard. **Please attach banking instructions received from payee/beneficiary.** This form is to be completed by the UCR department requesting the wire. Please have individual beneficiaries complete the "Wire Transfer Information" form. Please contact Colleen Campbell (colleen.campbell@ucr.edu) from Treasury team if additional information is needed. For questions regarding wire payment related Invoices, POs, ePays, please contact Dorthea Ford (dorthea.ford@ucr.edu) from Accounts Payable team.

Today's Date:	
Account Holder Name (Beneficiary/Payee) MUST match Oracle Supplier Record name:	
Account Holder's Address 1:	
Account Holder's Address 2:	
Bank Name:	
Bank Address:	
Account Number:	
SWIFT Code (Required only if sending payment outside the U.S.):	
ABA # (Required only if sending payment within the U.S.) <b>Domestic wires require exceptional approval from the Accounting Office – Treasury Team:</b>	
IBAN #, CLABE #, INFSC local routing code, or other country specific code, if applicable:	
U.S. Dollar Amount:	
Currency to be Paid to Beneficiary if other than USD (e.g., EUR, INR, GBR, etc.): <small>(Amount on invoice/PO must be in USD, amount can then be sent in foreign currency to the equivalent of amount in USD at the time of transfer)</small>	
Information to be transmitted with wire / Purpose of Wire/ Invoice Number or any information requested by beneficiary:	

<b>Intermediary Bank (Required if account holder's bank does not receive wires directly)</b>	
Intermediary Bank Name:	
SWIFT Code:	
Account Number at Intermediary Bank (if applicable):	
Bank Address:	

Associated Payment Request ID # (PO Invoice #, ePay ID, or Concur Report #):	
PLEASE ATTACH SUPPORTING DOCUMENTATION (e.g., exceptional approval email, relevant correspondence with payee, etc.)	

<b>DEPARTMENTAL APPROVAL (authorized signature)</b>			
Wire Request Prepared by (please print name):	Phone Number:		
	Email:		
Wire Payment Authorized by (please print name):	Signature:		
	Date:		
<b>ACCOUNTING OFFICE USE ONLY:</b>			
Initiated by:	Date:	Audited by (AP):	Date:
Approved by:	Date:	Wire over \$100K, Approved by:	Date: