

UNIVERSITY OF PENNSYLVANIA

Office of the Treasurer & Comptroller

Request for Payment VIA Wire Transfer

| TREASURER'S OFFICE USE | | | |
|------------------------|--|------------------------|--|
| Initiated by: | | Bank Reference#: | |
| Repetitive Wire#: | | Wire Value Date: | |
| Wire Process Date: | | Foreign Currency Rate: | |
| Treasurer's Approval: | | USD Value: | |

NOTE: Only payments over \$100,000 or international payments specifically stating wire transfer is required can be paid via wire. Departments are charged \$30 to cover wire fee.

WIRE TRANSFER REQUEST

| | |
|----------------|--|
| Today's Date | |
| Vendor Number: | |

PART 1: PAYEE INFORMATION (select individual or company)

| | | | |
|--|------------|------|----------------|
| Payee's Name on Bank Account (Individual) | | | |
| LAST NAME | FIRST NAME | M.I. | TAXPAYER I.D.# |
| Company Name on Bank Account (Company) | | | TAXPAYER EIN # |
| COMPANY NAME | | | |
| Payee Address | | | |
| STREET | | | |
| CITY | | | STATE |
| COUNTRY | | | ZIP CODE |

PART 2: BANK INFORMATION

| | |
|---|--|
| PAYEE'S BENEFICIARY BANK NAME | CURRENCY TYPE <i>(NOTE: Click on green text box to activate dropdown)</i> |
| PAYEE'S BENEFICIARY BANK ACCOUNT NUMBER (IBAN IF FOREIGN ACCOUNT) | Select Currency: USD |
| BANK ABA CODE (Domestic Banks) | If desired currency is not listed contact Cash Management at 8-7256 <input type="text"/> |
| SWIFT CODE (Foreign Banks) | |
| BANK CITY | BANK COUNTRY |
| WIRE REFERENCE | |
| Note: It is important to use a reference that will enable the wire transfer receiver to identify and record this transaction. | |

PART 3: ACCOUNTING INFORMATION

| LINE # | INV. DATE (DD-MMM-YR) | INVOICE NUMBER/ DESCRIPTION | AMOUNT | 26 DIGIT-ACCOUNT NUMBER (# OF DIGITS IN CATEGORY) | | | | | | | |
|---------------|-----------------------|-----------------------------|--------|---|--------|-------|---------|--------|---------|---------|--|
| | | | | CNAC(3) | ORG(4) | BC(1) | FUND(6) | OBJ(4) | PROG(4) | CREG(4) | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| TOTAL AMOUNT: | | | | Accounts Payable Use | | | | | | | |

PART 4: APPROVAL INFORMATION

| | | | |
|--|---|-----------|-----------|
| EMBOSSSED IDENTIFICATION | SIGNATURE OF TRANSACTION AUTHORIZATION CARD (TAC) HOLDER | | |
| | TYPE NAME OF TRANSACTION AUTHORIZATION CARD (TAC) HOLDER | | |
| | ADDITIONAL APPROVAL SIGNATURES (IF NECESSARY - SIGN & TYPE) | | |
| DEPARTMENT NAME | ORG CODE | MAIL CODE | TELEPHONE |
| TAC HOLDER RESPONSIBILITIES - SIGNATURE OF THE TAC HOLDER INDICATES THAT THIS PAYMENT REQUEST IS IN COMPLIANCE WITH UNIVERSITY POLICY, IS AUTHORIZED FOR THE ACCOUNT BEING CHARGED, AND IS ACCURATE AND COMPLETE WITH REGARDS TO THE 26 DIGIT ACCOUNT CODE AND REQUIRED DOCUMENTATION. | | | |