Wire Transfer Authorization

SAN DIEGO STATE UNIVERSITY
Research Foundation

_____
Wire Number

_____
Banner Invoice Number

Transfer Amount: _____ ○ USD ○ Foreign Currency   Foreign Currency Code: _____

Vendor Verification

1. Is this the first time paying this vendor via wire?   ☐ Yes (continue to question 2)   ☐ No (skip question 2)

2. Please confirm wire information using a method of communication other than email. Do not confirm with same method as first received.

Payee Representative Contacted:

Information Confirmed by: _____   Title/Project: _____

Method of communication: ☐ Letter   ☐ Telephone   ☐ Fax   Date:

Beneficiary Bank Transfer Information

Beneficiary Bank Name:	ABA # or Swift #:

Intermediate Bank Transfer Information

Intermediate Bank Name:	Bank ABA # :

Beneficiary Information

Account Number:

Account Holder Name (Exactly as stated with Beneficiary Bank):

Details of Payment:

CODING FOR WIRE

Fund	Org	Account	Program	Amount	PO or GE Number

Subtotal (must equal the transfer amount above):

CODING FOR FEES

Fund	Org	Account	Program	Amount

$15.00 Wire Fee   Total (Net of wire fees):

APPROVAL SIGNATURES

Project Signature:	Date:
Foundation Signature:	Date:
Other Signature:	Date:

AP APPROVAL - Required Prior to Submission to Finance

Reviewed: Date:

Vendor Code: Foreign National Documents on File: ☐ Yes   ☐ No

FOR FINANCE USE ONLY

Cashier Set-up: Date: Template: ☐ Y   ☐ N

Approved & Released :   Date:

Last update 6/27/18