

Wire Transfer Cover Sheet

Cover sheet must be completed when requesting wire payment for an invoice submitted via email or paper.

Date: _____

Preparer: _____

Phone: _____

Email: _____

Vendor Name: _____

Vendor ID: _____

Invoice Amount: _____

Document must include the following:

- Approval Signatures
- Cost Center/WBS
- G/L Code
- Beneficiary and Bank/Financial Institution wire information

BENEFICIARY *(Only complete this section if not included on attached documents)*

Exact name on bank account: _____

Physical address: _____

BANK or FINANCIAL INSTITUTION *(Only complete this section if not included on attached documents)*

Bank name: _____

Physical address: _____

Bank account number: _____

IBAN number*: _____

Swift/BIC Code: _____

Routing/Transit/
Sort Code/BSB Code: _____

*Not applicable to Asian countries as well as Mexico, Canada, Brazil and Africa

Approvals: _____

Signature of Approver

Date

Phone

Signature of Business Manager or Designee

Date

Phone

(This individual will be contacted to confirm wire transfer received via email)

Accounts Payable Use Only:

_____ Confirmed wire transfer via phone call

Date

Initials