



# Special Handling Form - Wire Transfers

(Revised 06/2009)

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER  
Purchasing and Payment Services

DISCOVER THE POWER OF IDEAS

**COMPLETE THIS FORM AND SAVE.** Use this form to request wire transfers. All other special requests: contracts, rush payments, rush purchase orders, and prepayments should be indicated in the justification/comments section of the requisition and do not require the submission of this form.

**Wire Transfer** - Attach invoice and complete all information requested below. Obtaining this information is the responsibility of the department requesting the wire. Additional charges may be assessed by the financial institution and will be charged to your DeptID/ ProjID if applicable. PPS will seek approval by the Office of the VP for Finance and Administration. You will be notified of the approval or denial of the request.

Note that all of the information requested below is necessary.  
Missing information may result in a delay in processing.

Vendor Name:	Vendor Address:
Vendor Bank Account Number:	Bank Name:
Bank Routing Number:	Bank Address:
IBAN Number:	Bank SWIFT Code:
Currency Requested:	Amount of Wire: