

[Click here for instructions](#)

Purpose of this Form: To request an outgoing wire transfer. Wire transfers should be used only in emergency situations and are subject to review and approval by Accounts Payable. This form applies only to Non-PO AP requests. Purchase Order-related invoices and suppliers are paid exclusively via ACH or check.

Note: The university preferred payment methods are to utilize the Automated Clearinghouse (ACH) that facilitates electronic payment and remittance to the payee/recipient. If the recipient is not willing to accept this payment method, normally payment would then be made with a university-issued check. Wire transfers should only be used when the recipient needs to receive funds within the business day or next. Requests received after 2pm will be reviewed the following day and executed. Questions about the use of wire payments, or how to complete this form, should be directed to Accounts Payable at ap-help@andrew.cmu.edu.

Payment Information

There is a \$25 processing fee for each wire transfer. Oracle String to charge the processing fee: _____

Wire Transfer Amount: _____ Ledger: US Currency: _____

Beneficiary Information

Party/Account Receiving Wire Payment

Note: Supplier banks which have adopted the ISO International Bank Account Number (IBAN) standard must ensure a complete IBAN number is provided in the account number line. For example, Qatar IBAN numbers are 29 digits in the following format: QAKK QNBA 0000 0000 1234 123456 123.

Bank Account #: _____
 Beneficiary Name: _____
 Beneficiary Address: _____

Bank Receiving Wire

Bank ID: _____
(Use 9-digit ABA routing # for US banks or SWIFT Code for non-US banks)
 Bank Name: _____
 Bank Address: _____

 Sort Code (UK): _____ BSB Code (AUS): _____

Intermediary Bank (Optional, only needed if there are three parties involved in the transfer of your wire): All of the bank information needed here is the exact same type as the information you entered above, except that it refers to the intermediary bank (the bank between the sending bank and the ultimate receiving bank).

Bank ID: _____ Bank Address: _____
 Bank Name: _____
 Bank Account (optional): _____

Accounting Information

GL Amount	Object Code	Funding	Function	Activity	Organization	Entity

Total: _____

GM Amount	Project	Task	Award	Expenditure Type (Text)	Organization (Text)

Total: _____

Initiating Department Information

Organization Name: _____ Email: _____
 Preparer Name: _____ Phone Number: _____
Signature _____ Date: _____

Authorization (must be different from the preparer)

Name _____ **Signature** _____ Date _____
 Title _____ Email address _____ Phone Number _____

Finance Division Use

Processed by: _____
 Date: _____

Submit completed form to Accounts Payable at ap-supplier@andrew.cmu.edu.