

Wire Transfer Form

Policy

Use the Wire Transfer form in conjunction with a Request for Payment or Travel Reimbursement form to request a wire transfer payment to an individual or vendor. The policies for Request for Payments and Travel are to be followed when requesting a wire transfer. Wire transfers are simply an additional payment method for the University to disburse funds. Requests for Payments and Travel Reimbursements must be submitted to Accounts Payable for processing. Additional handling as in the case of wire transfers will be provided by the Accounts Payable staff.