

WIRE/BANK DRAFT REQUEST

All information must be completed in its entirety and forwarded to Financial Accounting. All wire and draft transactions will be processed on a weekly basis each Wednesday. To ensure the request date, please forward to Accounting five days prior to "date needed".

1. DEPARTMENT NAME _____

2. DEPARTMENTAL CONTACT _____

3. DATE NEEDED _____

4. Please complete the following:

Check one: Check _____ Wire _____

Check one: Foreign Currency _____ Specify _____ US Dollars _____

5. If check, indicate payee name and Address

Payable to: _____

Address: _____

6. Amount in US Dollars \$ _____

7. Amount in foreign currency _____

8. Wire Information:

To: Bank Name _____

Address of Bank _____

ABA (Bank No.) _____

Payee's Bank Account No. _____

Payee's Bank Account Name _____

Swift Code _____

IBAN # _____

Comments _____

9. Purpose of Bank Draft or Wire: _____

10. Banner fund and account number: _____

BUDGET AUTHORITY SIGNATURE: _____ Date _____