

# WIRE/BANK DRAFT REQUEST

All information must be completed in its entirety and forwarded to General Accounting. All wire and draft transactions need to be received by General Accounting by Friday to ensure processing by the following Wednesday.

DEPARTMENT NAME: \_\_\_\_\_

CONTACT NAME, EMAIL & PHONE: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

Select One: *Foreign Currency* \_\_\_\_\_ *Specify* \_\_\_\_\_ *US Dollars* \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

Vendor / Payee Name: \_\_\_\_\_

Vendor / Payee Address: \_\_\_\_\_

Amount in US Dollars \$ \_\_\_\_\_ Amount in Foreign Currency \_\_\_\_\_

## WIRE INFORMATION

	PRIMARY BANK	INTERMEDIARY BANK (if needed)
Bank Name		
Address of Bank		
IBAN # (Preferred)		
Vendor Bank Account #		
Routing Code (SWIFT)		
Other Routing Information		
ABA		
SWIFT/BIC		
CHIPS ID		
SORT CODE		
TRANSIT NUMBER		
BLZ CODE		
Other Information		

PURPOSE OF BANK DRAFT / WIRE \_\_\_\_\_

BANNER FUND & ACCOUNT NUMBER(S) \_\_\_\_\_

*Note: Wire Fee charged for international wires: \$25.00; currently no wire fee for domestic wires; wire fee must be charged to a non-general fund*

BUDGET AUTHORITY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_