

Accounts Payable – Wire Transfer Request

This tutorial discusses best practices and steps to request a Wire Transfer.



Wire Transfer Request Best Practices

What are Wire Transfers?

- Payment requests to issue payment to an international person or vendor
- Payment for purchases of property or assets

When are Wire Transfer requests used?

- When a payment needs to be made to a foreign bank account.
- Wire payments should be the last preferred option when paying a vendor
- Departments will cover the cost of the wire (typically \$20.00 per transaction)

Accounts payable will process the wire. Please allow 1-2 business days for processing and an additional 1-5 business days for the vendor to receive funds.



Wire Transfer Request Best Practices

EVERY wire transfer request must include _____ to be processed. If you are unsure of what supporting documentation to include please contact Accounts Payable before submitting a request.

Supporting Documentation can include the following:

- Vendor Invoice
- Contract Agreement / Terms
- Legible Receipt Copies
- Signed Meal Form for meal reimbursements

EVERY wire transfer request must have at least two different approvals before it is received by Accounts Payable. Approval routing will be handled automatically based on FOAPAL indicated for payment.



Wire Transfer Request Submission Guide



SOUTHERN UTAH UNIVERSITY

Wire Transfer Request Submission Guide

Payee Phone
Bank Routing #
Bank Swift Code
Bank Name
IBAN / Account #
Total Amount in USD
Explanation (what is this request for)

Please provide backup documentation using a .pdf format



Wire Transfer Request Submission Guide

Accounting Distribution Section -

Input FOAPAL information where expense is to be paid and recorded. You may split payment between several FOAPAL using the Amount or Percent fields.

Totals in "Payee" section and "Accounting Distribution" section must match.

If all information has been entered and approvals are appropriate click on  to finalize.

After submission you will be provided a Wire Transfer Request # (similar to what is shown below) that can be used for tracking and reference for troubleshooting with Accounts Payable.

