

University of Richmond
Wire Transfer Request Form

Request Date: _____

_____ Wire Transfer _____ Draft Check

Payment is to be issued in _____ Amount _____ Currency Code _____

To find the correct currency code, use the following link: <http://www.science.co.il/International/Currency-codes.asp>

Payee UR ID/TIN #: _____ Citizenship Status _____

Payee Name: _____

Payee Address: _____

Business Purpose: _____

Index/Fund _____ Account _____ Amount _____

Department Name: _____

Requestor Name: _____ Ext. _____

Approver's Signature: _____

Approver's Printed name: _____ Approver's Title: _____

Please provide wire instructions and supporting documentation with each request. All request require original receipts that are not older than 90 days. All requests require an approval signature and must be completed before being processed through the Accounts Payable department.