



Case Western Reserve University
Request for Domestic Bank Wire Transfer

Forward Original To: Treasurer's Office
Adelbert Hall 4
Location: 7016

Requestor: _____ Ext.: _____ Dept.: _____

Email: _____ Fax: _____

Date Requested: _____ Date Needed: _____

Amount: _____

Bank Name: _____

City, State: _____

Beneficiary Account Name (Payable To): _____

Beneficiary Account Number: _____

Bank ABA#: _____ - _____ - _____

Reference/Description: _____

SpeedType to be charged: _____ Account: _____

Requestor Signature: _____ Date: _____

Department Approval: _____ Date: _____

Print Name of Department Approval: _____ Date: _____

Travel/Equipment Acctg Approval: _____ Date: _____

Print name of Travel/Equip. Acctg Approval: _____ Date: _____

Contracts/Grants Acctg Approval: _____ Date: _____

Print name of Contracts/Grants Acctg Approval: _____ Date: _____

Important Information for wire transfers:

Due to the substantial cost and manual processing of wire transfers, the following policies have been established.

- 1) Wire transfers must be the only method of payment the vendor will accept. This is normally indicated on the support documentation.
2) Wire transfer amounts should be no less than \$2,500.00.
3) All fields on the form must be completed or it will be returned to requestor.
4) If the account number to be charged is 534100, 534200, 534250, 534260 and 534500, it must be approved by Michael Kurutz in Travel Services, Sears Hall 212, location code 7075.
5) If account number is 536200 and 536250, it must be approved by Jeffrey Jackson in Equipment Accounting, Bioenterprise 3rd floor, location code 7006.
6) If speed type begins with SPC, TRN, RES, CSR, ADV and/or account number is 533800, it must be approved by Robin Trail in Sponsored Projects Accounting, Nord Hall 6th floor, location code 7037.
7) Documentation of the expenditure must be attached (i.e. requisition, purchase order, receipts, invoices, registration forms, etc.)
8) Requests must be received AT LEAST 10 business days prior to wire due date.
9) If a wire transfer is being requested and does not comply with the above policies and procedures, please include an explanation in the space provided with the Department Head approval.

NOTE: You will receive notification from the Treasurer's Office when your bank wire transfer has been processed. You will be responsible for processing a journal entry to record this transaction as soon as possible. You will scan and attach the notification and the request for bank wire transfer along with the supporting documentation as your back up documentation for this journal. The credit of this entry will be applied to speed type CASH11107 and account number 101010. The journal line description should indicate the beneficiary and the date of the transaction, indicated on the notification.