



**Case Western Reserve University
Request for Domestic Bank Wire Transfer
Email completed form to: wirerequests@case.edu**

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: _____

PO#: _____ SpeedType to be charged: _____ Account: _____

Requestor (Signature) _____ Date: _____

Department Approval: (sign & print name) _____ Date: _____

Travel/Equip Acctg Approval: (sign & print name): _____ Date: _____

OSPA Approval: (sign & print name): _____ Date: _____

A/P Approval (sign & print name): _____ Date: _____

Policies and Procedures 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 Equipment Accounting - equipment@case.edu
- 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: After the wire has been sent, the Treasurer's Office will send you an email confirmation and attach a copy of the journal entry.