



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

Requestor: _____ Ext. _____ Dept.: _____
Email: _____ Fax: _____
Date Requested: _____ Date Needed: _____
Type of currency: _____ Amount: _____

The attached letter from the beneficiary's bank or invoice that includes all the following (please check boxes to confirm):

☐ **Bank Name** ☐ **Bank Address** ☐ **Beneficiary Account Name** ☐ **Beneficiary Address**
☐ **Beneficiary IBAN# or Account Number** ☐ **Bank SWIFT#**

Refence/Description: _____

PO#: _____ Speedtype: _____ 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: _____

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) All fields on the form must be completed or it will be returned to the requestor.
- 3) 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.
- 4) If account number is 536200 and 536250, it must be approved by Equipment Accounting - equipment@case.edu
- 5) If the speedtype begins with SPC, TRN, RES, CSR, ADV and/or account number is 533800, it must be approved by Angela Tagliaferri or Joel Morales in Sponsored Projects Accounting, Nord Hall 6th floor, location code 7037.
- 6) Documentation of the expenditure must be attached (i.e. purchase order, receipts, invoices, registration forms, etc.)
- 7) Requests must be received AT LEAST 10 business days prior to the wire due date.
- 8) If the wire transfer 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.