



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: \$ _____

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

- Bank Name Bank Address Beneficiary Account Name Beneficiary Address
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 Joel Morales or Kevin Dwenger in Post-Award Services and Financial Compliance (PASC), 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.

Four horizontal dashed lines for providing an explanation if the wire transfer does not comply with policies.

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.