

## Wire Request Procedures

- Wire transfers must be the only method of payment the vendor will accept. This is normally indicated on the support documentation.
- All fields on the form must be completed or it will be returned to the requestor.
- **The requestor must route the wire request package for approvals based on the speedtype and/or account number to be charged:**
  - If the account number to be charged is 534100, 534200, 534250, 534260 or 534500, it must be approved by Michael Kurutz - [mjk160@case.edu](mailto:mjk160@case.edu) in Travel Services
  - If the account number is 536200 or 536250, it must be approved by Equipment Accounting - [controller-equipment@case.edu](mailto:controller-equipment@case.edu).
  - If the speedtype begins with SPC, TRN, RES, CSR, ADV and/or account number is 533800, it must be approved by Kevin Dwenger [kxd162@case.edu](mailto:kxd162@case.edu) or Joel Morales [jcm215@case.edu](mailto:jcm215@case.edu) in Research Administration
  - All wires must receive final approval from A/P by emailing [acctpays@case.edu](mailto:acctpays@case.edu). A/P will then send the wire request package to the Treasurer's Office for wire processing.
  - The Treasurer's Office will notify the requestor after the wire has been sent
- Documentation of the expenditure must be attached (i.e. purchase order, receipts, invoices, registration forms, etc.)
- Requests must be received AT LEAST 10 business days prior to the wire due date.
- 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.

---

---

---

---

---



Case Western Reserve University  
Request for International Bank Wire Transfer

Requestor: \_\_\_\_\_ Ext. \_\_\_\_\_ Dept.: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Type of currency: \_\_\_\_\_ Amount: \_\_\_\_\_  
Beneficiary Name \_\_\_\_\_

**Either 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#**

Refrence/Description: \_\_\_\_\_

PO#: \_\_\_\_\_ Speedtype: \_\_\_\_\_ Account: \_\_\_\_\_

Requestor (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Department Approval: (sign & print name): \_\_\_\_\_ Date: \_\_\_\_\_

Travel Acctg Approval: (sign & print name): \_\_\_\_\_ Date: \_\_\_\_\_

Equip Acctg Approval: (sign & print name): \_\_\_\_\_ Date: \_\_\_\_\_

Research Admin Approval: (sign & print name): \_\_\_\_\_ Date: \_\_\_\_\_

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