

# Santa Clara University



## Wire Request Form

Please complete the form below, including an original signature.

**Attach wire instructions provided by the beneficiary which include:**

- Beneficiary Name
- Beneficiary Address
- Bank Name
- 9-digit ABA routing number for domestic wires; or 8- or 11-character SWIFT Code for international wires
- Account Number
- International Bank Account Number (IBAN) for international wires, if available

Submit the signed and scanned Wire Request form and supporting documents (e.g. invoice, contract) as email attachments to wires@scu.edu.

Requests with proper approval and documentation received by 3:00 pm will be submitted to the bank the next business/banking day.

The UFO may contact you for additional information to satisfy specific foreign country requirements.

| Invoice Date  | Description (30 Character Max) | Account | Fund | Department | Program | Activity | Class | Project/Grant | Amount | Currency |
|---------------|--------------------------------|---------|------|------------|---------|----------|-------|---------------|--------|----------|
|               |                                |         |      |            |         |          |       |               |        |          |
|               |                                |         |      |            |         |          |       |               |        |          |
|               |                                |         |      |            |         |          |       |               |        |          |
| <b>Total:</b> |                                |         |      |            |         |          |       |               |        |          |

|   |
|---|
| <b>Text to include with wire transfer</b> |
|   |

| Department Information and Approval: |      |           |      |
|--------------------------------------|------|-----------|------|
| Name                                 | Dept | Extension | Date |
| Preparer Name:                       |      |           |      |
| Approver Name:                       |      |           |      |
| <b>Approver Signature:</b>           |      |           |      |
|                                      |      |           |      |

| UFO USE ONLY                      |      |
|-----------------------------------|------|
| Approval Signatures               | Date |
| Accounting Approval Signature:    |      |
| Additional Approval (over \$50K): |      |
| Additional Approval (over \$50K): |      |
| PS Reference ID/ Input Initials:  |      |