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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: