



WIRE TRANSFER

Please complete the following steps: print the form*, populate the form, attach documentation (check requisition, invoice, original bank wire info, etc.), obtain signatures, and submit to Payables (63 Mac) for review (will be forwarded to Matt Rumpza for wire).

Date _____ Form prepared by _____ Phone Ext _____

US Domestic Bank Wire

Bank Name: _____

ABA/ Routing Number								

International Bank Wire

Bank Name: _____

Branch (optional): _____

Address: _____

City: _____

Country: _____

SWIFT / BIC Code									

Currency: _____

All Wires

Beneficiary Name: _____

Address: _____

City: _____

Country: _____

Amount: _____

Account Number: _____

Further Reference: _____

Macalester FOAPAL: _____

Macalester FOAPAL: _____

(for bank fee) Fund Organization Account Prog Activity Location

DESCRIPTIONS OF BUSINESS PURPOSE: (documentation/receipts must be attached):

Approved by: _____
(signature)

_____ (printed name)

Line Officer Approval (if necessary): _____
(signature)