



UNIVERSITY OF CENTRAL FLORIDA
Finance & Accounting
International Wire Request

Amount: _____	Currency Type <input style="width: 40px; height: 20px;" type="text"/>	=	_____ USD
<i>F&A Use Only</i>			
Amount: _____	Currency Type <input style="width: 40px; height: 20px;" type="text"/>	X Rate _____	= _____ USD

Date: _____

Individual Initiating Wire and Phone ext. _____

UCF DEPT/PROJ Number: _____

Foreign Payee's Name: _____

Purchase Order Number/Vendor Number: _____ / _____

Traveler's Name (If for travel): _____

Bank Information:

Bank Name: _____

Bank Swift (International) or _____

ABA Number (Domestic): _____

Bank Account Number: _____

Physical address: _____

Physical city and country: _____

Reference Information: 1. _____

2. _____

Attach wire instructions as provided from the vendor. If necessary include Intermediary bank swift or ABA including the intermediary bank's physical address, City and Country.

F&A Use Only

Accounts Payable/
Travel Authorization: _____ **Date:** _____

F&A Authorization: _____ **Date:** _____
 _____ **Date:** _____

Wire Sequence Number: _____

Date and Time of Wire: _____ **XLS**

Individual Sending Wire: _____

JID Number for Wire Fee: _____ **Date:** _____

1. If travel is involved - attach an approved Invoice Payment/Transmittal form (41-909).
2. If paying an invoice without travel - attach an authorized invoice.
3. A \$25.00 wire fee will be charged to the department/project listed above with a journal transfer.