



**UNIVERSITY OF CENTRAL FLORIDA**  
**Finance & Accounting**  
**Request for an International Wire Transfer**

When requesting wire transfers to a foreign vendor for registration fees, commodities, special equipment purchases, etc., please adhere to the following procedures.

1. International wire transfers can now be sent in foreign currency. You can estimate your department's cost by using the website <http://www.state.gov/www/perdiems>. However, the actual cost for the wire transfer will vary based on exchange rates at the time the wire is sent. A \$25 wire fee will be charged for each wire transfer.
2. Create an on-line Requisition in PeopleSoft and print the screen.
3. Complete the form "International Wire Request" (Form 41-570). This form will be used to send the foreign wire and must be filled-out completely.
4. Forward the printed Requisition form and the International Wire Request form to Purchasing for approval with all pertinent documentation.
5. All documentation will be checked for accuracy and completeness.
6. The wire will be sent (generally the same day a completed form is received in Finance & Accounting). F&A will enter the fed wire number, date, and time on the form for documentation and audit purposes.

Please follow these instructions carefully to avoid any problems. If you have any questions, contact Mr. Glen Carlson (407) 882-1064 or Ms. Bev DeLong at (407) 882-1029