



UNIVERSITY OF CENTRAL FLORIDA
Finance & Accounting
Request for a Domestic Wire Transfer

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

1. 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 "Domestic Wire Request" (Form 41-570a). This form will be used to send the wire and must be filled-out completely.
4. Forward the printed Requisition form and the Domestic 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 wire confirmation 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 F&A's Vendors Payable at 407.882.1000