



**UNIVERSITY OF CENTRAL FLORIDA**  
**Financial Affairs**  
**Domestic Wire Request**

	Amount (USD): _____
Date Requested: _____	Date Required: _____

Individual Initiating Wire & Phone ext.: \_\_\_\_\_

UCF Dept Name: \_\_\_\_\_

Cost Center/Spend Category/Fund/Program \_\_\_\_\_

ID/Division ID/Financial Site/Grant ID: \_\_\_\_\_

Purchase Order Number /Supplier ID: \_\_\_\_\_

**\* The Following Information MUST MATCH Invoice and Name of the Actual Bank Account \***

Payee Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bank Information (Requirement: attach wire instructions as provided by vendor):**

Bank Name: \_\_\_\_\_

Bank ABA Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
 (if available)

\_\_\_\_\_

<b>Reference Information:</b>	A. <u>UNIVERSITY OF CENTRAL FLORIDA</u>	B. <u>Inv:</u>	Date: _____
	C. _____	D. _____	
<b>FA Authorization:</b>			
	AP/Travel: _____	Date: _____	
	Tax Compliance: _____	Date: _____	
FA Input: _____	Date: _____	Time: _____	
Approver: _____	Date: _____	Time: _____	
Wire Sequence Number: _____			
JID Number for Wire Fee <sup>3</sup> : _____	Date: _____	xls: _____	

Form 41-570a (07/2022)

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



**UNIVERSITY OF CENTRAL FLORIDA**  
**Financial Affairs**  
**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 Financial Affairs). FA 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, please call 407-882-1000