



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

**All international wire activity must be Reviewed by ISC**

Amount: \_\_\_\_\_ Currency Type<sup>1</sup>: \_\_\_\_\_ = Estimated USD: \_\_\_\_\_

**ISC Use Only**

Taxable: Y N Withholding % \_\_\_\_\_ Reviewed By: \_\_\_\_\_

**F&A Use Only**

Amount: \_\_\_\_\_ Currency Type: \_\_\_\_\_ = @rate \_\_\_\_\_ = Finalized USD: \_\_\_\_\_

**THIS FORM IS TO BE COMPLETED BY THE REQUESTING UCF DEPARTMENT**

**Date Requested:** \_\_\_\_\_ **Date Required By:** \_\_\_\_\_

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 \***

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

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

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

Bank Name: _____	<b>If Sending US Funds to a Foreign Country:</b>
Bank Address: _____ (if available)	
Bank SWIFT/BIC: _____	
IBAN or Acct #: _____	
	Intermediary Bank Name: _____
	Intermediary SWIFT Code: _____
	If not provided, Bank will automatically assign one.

**Reference Information:** A. UNIVERSITY OF CENTRAL FLORIDA B. Inv: \_\_\_\_\_ Date: \_\_\_\_\_  
 C. \_\_\_\_\_ D. \_\_\_\_\_

**FA AP/Travel Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Online Foreign Currency Template Phone in Note: \_\_\_\_\_

FA Input: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wire Sequence Number: \_\_\_\_\_

JID Number for Wire Fee<sup>4</sup>: \_\_\_\_\_ Date: \_\_\_\_\_ xls: \_\_\_\_\_

Form 41-570b (07/2022)

<sup>1</sup> <http://www.oanda.com/currency/converter/>

<sup>2</sup> If paying an invoice without travel – attach an authorized invoice

<sup>3</sup> If travel is involved – attach an approved Invoice Payment/Transmittal Form (41-909)

<sup>4</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 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.oanda.com/currency/converter> . 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 41-570b). 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 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