

Bank Wire
University of Florida

Wire Date		Dept ID	
Amount		Currency	
Name of Account Holder			
Address of Account Holder			
Bank Name			
Bank Address			
Bank Account Number			
IBAN (European Union banks require)			
Bank Routing Number (ABA in U.S.)			
Swift Code (International)			
3rd Party Bank Name (if necessary)			
3rd Party Bank Address (if necessary)			
PeopleSoft AP Voucher Number			
Reference Information to Identify Wire (helpful to identify wire at other end)			
Charge Wire Fee to Chartfield string			
Preparer's Name (print)			
Preparer's Signature			
Preparer's Phone Number			
Supervisor's Name (print)			
Supervisor's Signature			

Complete the attached form with the required information for the bank wire
 Fax: University Treasury Management at (352) 846-3576 (Wires must be faxed for proof of signature)
 Mail: University Treasury Management, PO Box 112008

Send backup documentation to support the expenditure to Imaging, PO Box 115350, 114 Elmore Hall.

Contact us with questions at investments@admin.ufl.edu or (352) 392-2441.

Enter a regular voucher into PeopleSoft, either unencumbered or encumbered, to record the proper payment to the correct vendor. Send an email immediately to disbursements@ufl.edu with "Bank Wire Voucher #####" as the subject line to prevent the check from being printed. If a new vendor is needed, contact addvendor@ufl.edu to have the vendor added to PeopleSoft.

There are fees for performing a bank wire: \$7.00 for domestic wires, \$20.00 for foreign wires.

Treasury Management will process an unencumbered **E2R (Expense to Revenue)** transaction in PeopleSoft to assess these fees to the Department.