



WIRE TRANSFER FORM FOR UNIVERSITY EXPENSES

Amount to be wired: _____ Currency Type: _____ U.S. Dollar Amount: \$ _____

Name of Recipient's Bank: _____

Bank ABA # or SWIFT: _____

(For *France*, include: code banque, code guichet, and cle RIB. For *Italy*, include ABI and CAB. For *Great Britain*, include sort code. For *Germany*, include BLZ number. For *Japan*, include account type (Current, Ordinary, or Savings). For *all others*, include bank branch code if available.)

Bank Address: _____

City, State, Country: _____

Name on Recipient's Account: _____

Account Number: _____

Correspondent U.S. Bank: _____

Comments/Description to Include on Wire Transfer: _____

Description/Purpose of Wire: _____

AU Budget Account Number: _____

This is payment number: _____ of total _____ total amount _____

Is Payee a Foreign National? Yes No

Originating Department: _____ Phone: _____

Department Authorization (Signature/Title): _____ Date: _____

Do you want to be notified upon completion of transfer? Yes No

If Yes, please include e-mail address: _____

For Office Use Only

University Authorization: Controller: _____

Assistant Treasurer: _____

Assistant Vice President of Finance: _____

Date Transfer Request Received _____ Date Transfer Was Made _____

Date Requesting Department Was Notified _____ Date Transfer Confirmed _____

NOTES: _____

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