



**TEXAS CHRISTIAN UNIVERSITY
WIRE REQUEST FORM**

TCU Requester Name: _____ Extension: _____

Department Name: _____ Email address: _____

<i>Description</i>	<i>Yes</i>	<i>No</i>
Is the Contract attached?		
Is the original vendor invoice/email attached?		
Is the following information available on the vendor invoice?		
a) Vendor name*		
b) Vendor address		
c) Bank name		
d) Account/Beneficiary Name		
e) For International Wires:		
i) SWIFT code		
ii) IBAN		
f) For Domestic Wires:**		
i) ABA		
ii) Beneficiary Acct. #		
g) Wire amount	Amount:	
h) Currency unit (<i>Asst. Treasurer will perform conversion if necessary</i>)	Unit:	
Two Approval Signatures required for wires exceeding \$1,000		
Budget stamp & Approval Signature(s):		

*Wires to individuals for providing services to TCU must be pre-approved by Human Resources and Financial services, due to tax implications of paying individuals in foreign countries.

** Domestic wires will be considered only on an exception basis. In general, payments in US Dollars are processed through A/P. Please explain purpose for Domestic Wires, if applicable: