

UNIVERSITY OF HAWAI'I

Wire Transfer Form

Date:	_____ / _____ / _____
E DOC NUMBER	_____
Amount of Transfer (US Dollars):	\$ _____
Foreign Currency Transfer*:	Yes _____ No _____
If yes, Foreign Exchange (F/X) Code:	_____

<u>Requesting Department Information:</u>	
Department/Program:	_____
Contact Person Name:	_____
Contact Person Phone No./email address:	_____

<u>Vendor/Payee Information:</u>	
Name:	_____
Address:	_____ _____ _____
Bank Account Number:	_____
Invoice Number:	_____

<u>Vendor/Payee Bank Information:</u>	
Bank Name:	_____
Address:	_____ _____ _____
ABA Routing Number (US Wires):	_____
SWIFT Code (Foreign Wires):	_____

<u>Special Note to Vendor/Payee or Vendor/Payee Bank (optional):</u>	

Fiscal Authority Signature	_____ / _____ / _____ Date	Name (Print or Type)
F. O. Code	Phone Number	

DISBURSING OFFICE USE ONLY	
Wire Transfer Number:	_____

General Instructions: Submit this document to the Disbursing Office with an approved Purchase Order or Authorization for Payment Form.
*If foreign currency wire transfer amount is greater than \$25,000.00, contact the Disbursing Office for further instructions.