



## Request for Wire Transfer

Invoice Number: \_\_\_\_\_ Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Requested By: \_\_\_\_\_

Purpose (i.e. real estate purchase, new building, etc.) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Beneficiary (Receiver) Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount: \_\_\_\_\_

### Beneficiary Bank Information

Bank Name: \_\_\_\_\_

Bank Address \_\_\_\_\_

ABA/Routing Number: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Recording Information

Lawson Account Fund Number: \_\_\_\_\_

### Instructions and Requirements

- Contract, Vendor's Invoice, Order Confirmation should be provided
- A Memo/Email detailing the purpose for the payment in situations where a Contract, Vendor's invoice is not provided
- Vendor Identification Number and Purchase Order number
- Account Code/Funding Source
- Banking information provided by the Vendor (The Vendor may provide their banking information via email, by listing the information directly on their invoice, or via another written format)

Deadline to Initiate a wire is 2PM with the required documentations listed above