



# REQUEST FOR WIRE PAYMENT

Request Date:

Pay To/Account Name:

Bank Name  
Address

Account No:

Sort Code:

Swift Code:

ABA or Routing No:

Wire Amount USD:

Other Currency:

Wire From Institution:

\*\*\*\*\*

Department &  
Program Mgr:

Expense Coding:

(Fund-Org/Dept-Acct-Prgm)

Purpose:

\*\*\*\*\*

Requested by \_\_\_\_\_ Date \_\_\_\_\_ ! Department Head/Budget Mgr Approval \_\_\_\_\_ Date \_\_\_\_\_

Director of Finance Approval \_\_\_\_\_ Date \_\_\_\_\_ ! CFO Approval \_\_\_\_\_ Date \_\_\_\_\_

## WIRE PAYMENT REQUEST GUIDANCE

- The Wire Payment Request Form can be found on the My Catawba webpage at <https://my.catawba.edu/Catawba/Employee-Forms-and-Requests>.
- Completed and signed wire payment request forms must be submitted to the Accounts Payable Department at [Payables@catawba.edu](mailto:Payables@catawba.edu) as soon as possible to ensure timely processing.
- All wire payment requests must be accompanied by the necessary supporting documents, including but not limited to:
  - Invoice, Contract or Purchase Order.
  - Bank account information for the recipient, including the recipient's bank name, account number, routing number, and SWIFT/BIC code (for international payments).
  - Payment Authorization or any other documents that support the wire payment request.
- Wire payments will be processed and sent directly to the payee's specified bank account, as indicated on the wire request form.
- Catawba's fiscal period is from **06/01 to 05/31**. Submit requests in a timely manner to ensure payments are processed within the same fiscal period.
- The originator of the request must sign the form, and the individual authorized to approve expenses for the related budget must also sign.
- You must include the "**Fund-Department-Account Code-Program**" on the request form.
- Submit all completed and signed wire payment requests to [Payables@catawba.edu](mailto:Payables@catawba.edu) as soon as possible.
- Any incomplete or inaccurate wire payment requests will be returned for correction and resubmission, which will delay processing. Following these guidelines will help ensure timely processing of wire payments.

### Additional Notes:

- Wire payment requests are processed weekly.
- Requests are typically completed within 7 business days from the submission date.
- International wire payments may take longer due to additional bank processing time. Requesters should submit Wire Payment Request Forms to the Business Office well in advance to accommodate these delays.
- For **International Wire Payments** to Travel Agencies, the following documentation is required: a completed Wire Payment Request Form, an invoice or bill from the travel agency, and the payment schedule provided by the agency when the trip was arranged.
- Sufficient funding must be available in the program restricted fund, for wire requests to be processed. The Business Office cannot overdraw fund accounts to cover last-minute payments. If funds are insufficient, further review Fund Managers and potential transfers from other sources may be necessary. Requesters should allow adequate time for any required reviews.