



ELECTRONIC TRANSFER PAYMENT REQUEST FORM

Transfer Type : ACH # : Currency :

Amount of Transfer : Purchase Order # :

Supplier Number : Contract Number :

Supplier Name : Supplier Site :

*** Bank account information will not be included on supplier site in Oracle ***

Bank Name :

Bank Address :

Bank City : Bank State or Country :

Bank ABA Number : Swift # (International) :

Bank Account Name :

Bank Account or IBAN # :

Transfer Instructions or Description :

Multiple GL distribution page attached ? (Include supplier number in each additional page)

G/L Account to Charge : Amount :

G/L Account for Bank Fee : Amount :

(If GL for bank fees is not provided, your expense account will be charged)

Domestic Wire Fees \$15.00
International Wire Fees \$20.00

Transfer Requested by : Dept. : Date :

Transfer Authorized By : Dept. : Date :

Authorized By Signature : _____

Note: Authorization limits same as Expenditure Authorization Sheet.

For Finance Department Use Only:

Finance Dept. Approval : _____ Date : _____

Executed by : _____ Date : _____

For Finance Department / AP Use Only:

Foreign Amount : _____

Exchange Rate : _____

Bank Fees : _____

Total : _____