

# Wire Payment Request

| BUDGET YEAR   |  | DATE REQUIRED                     |  | SUPPLIER NUMBER                         |      |         | VOUCHER NUMBER              |            |       |        |
|---|--|-----------------------------------|--|---|------|---------|-----------------------------|------------|-------|--------|
|   |  |                                   |  |   |      |         |                             |            |       |        |
| MAKE CHECK PAYABLE TO<br>(NEW SUPPLIER - ATTACH W-9 FORM) |  |                                   |  |   |      |         | NON-RESIDENT ALIEN      YES |            |       |        |
| SUPPLIER CONTACT NUMBER                                   |  |                                   |  | SUPPLIER EMAIL                          |      |         |                             |            |       |        |
| PAYEE ACCOUNT NAME  |  |                                   |  | PAYEE ACCOUNT NUMBER                    |      |         |                             |            |       |        |
| PAYEE ADDRESS   |  |                                   |  | (IBAN required for European bank)       |      |         |                             |            |       |        |
| BANK NAME   |  |                                   |  | BANK ADDRESS                            |      |         |                             |            |       |        |
| DOMESTIC WIRE-BANK ID                                     |  |                                   |  | INTERMEDIARY INFORMATION (if available) |      |         |                             |            |       |        |
|   |  |                                   |  | BANK NAME                               |      |         |                             |            |       |        |
| INTERNATIONAL WIRE-BANK ID (Swift Code)                   |  |                                   |  | BANK ID                                 |      |         |                             |            |       |        |
| INVOICE DATE  |  | INVOICE NO./DESCRIPTION OF CHARGE |  | ACCOUNT                                 | FUND | DEPT ID | PROGRAM                     | PROJ/GRANT | CLASS | AMOUNT |
|   |  |                                   |  |   |      |         |                             |            |       |        |
|   |  |                                   |  |   |      |         |                             |            |       |        |
|   |  |                                   |  |   |      |         |                             |            |       |        |
|   |  |                                   |  |   |      |         |                             |            |       |        |
|   |  |                                   |  |   |      |         |                             |            |       |        |
|   |  |                                   |  |   |      |         |                             |            |       |        |
| PREPARED BY   |  |                                   |  | EXT.                                    | DATE |         | TOTAL PAYMENT               |            |       |        |
| APPROVAL SIGNATURE  |  |                                   |  |   |      |         |                             |            |       |        |
| APPROVAL PRINTED NAME                                     |  |                                   |  | EXT.                                    | DATE |         |                             |            |       |        |
| ACCOUNTS PAYABLE USE ONLY                                 |  |                                   |  |   |      |         |                             |            |       |        |
| ENTERED BY  |  |                                   |  |   |      |         |                             |            |       |        |
| DATE  |  |                                   |  |   |      |         |                             |            |       |        |