



Wire Payment Request

BUDGET YEAR		DATE REQUIRED		SUPPLIER NUMBER (REQUIRED PRIOR TO SUBMITTING WIRE REQUEST)			VOUCHER NUMBER			
MAKE CHECK PAYABLE TO (NEW SUPPLIER - CONTACT SUPPLIER@CHAPMAN.EDU)							PERMANENT US RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO (FOR TAX PURPOSES ONLY)			
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)						
INTERNATIONAL WIRE-BANK ID (Swift Code)				BANK NAME						
				BANK ID						
INVOICE DATE		INVOICE NO./DESCRIPTION OF CHARGE		ACCOUNT	FUND	DEPT ID	PROGRAM	PROJ/GRANT	CLASS	AMOUNT
		PROVIDE BUSINESS PURPOSE BELOW:								
	FS USE ONLY	CA TAX WITHHOLDING AMOUNT (IF APPLICABLE)								
	FS USE ONLY	FED TAX WITHHOLDING AMOUNT (IF APPLICABLE)								
PREPARED BY				EXT.	DATE		TOTAL PAYMENT			
APPROVED BY (PRINTED NAME)										
APPROVED BY (SIGNATURE)				EXT.	DATE					