

Prepared by the Disbursing Office  
This is a new procedure

A8.808  
March 2007

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A8.800 Disbursing/Accounts Payable and Payroll

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A8.808 Bank Wire Transfer

1. Purpose

To provide procedures for the processing of an order to pay funds electronically by wire. A bank wire transfer is a message to the receiving bank requesting them to effect payment in accordance with the instructions given. Wire transfers can be made to U.S. (domestic) or foreign (international) banking institutions.

2. Definition

- Wire Transfer - UHGA bank transfer of funds where the account balance is electronically transferred from one bank to the other.
- The wire transfer form (Attachment 1) should be used to request a transfer of funds by electronic means from the University's bank account to the vendor's bank.

3. Responsibilities

University departments - University departments are responsible for obtaining the required information regarding fees for services provided or goods received. The payee should be an authorized Federal Reserve institution rather than the actual vendor (to which the purchase order/authorization for payment form/contract is issued).

Disbursing Office - The Disbursing Office is responsible for reviewing the transfer payment order form for the accuracy of the UHGA account information and coordinating between the University and the receiving institution.

4. General Procedures

- a) Department should coordinate with the Disbursing Office 2 days prior to the desired date of the wire transfer to ensure that the transfer can be processed without delay.
- b) Department should complete the information on the wire transfer form (Attachment 1).
- c) Department must include one of the following:
  - 1. A completed receiving report, if the payment is being made from a purchase order. (If the purchase order was generated through the ePurchasing system, the payment transaction must also be generated online); or,
  - 2. An approved authorization for payment form.
- d) Department should forward the completed form and the receiving report or authorization for payment form to the Disbursing Office.
- e) Disbursing Office will prepare and transmit the wire transfer. When dealing with foreign currency, the department will be charged the U.S. dollar conversion rate at the time the wire is executed.

5. Availability of Forms

Attachment 1, Wire Transfer Form, is available in PDF fillable format at the end of this procedure.



# UNIVERSITY OF HAWAI'I

## Wire Transfer Form

Date:	_____ / _____ / _____
UH Document No.:	_____
Amount of Transfer (US Dollars):	\$ _____
Foreign Currency Transfer*:	Yes _____ No _____
If yes, Foreign Exchange (F/X) Code:	_____

<b><u>Requesting Department Information:</u></b>	
Department/Program:	_____
Contact Person Name:	_____
Contact Person Phone No./email address:	_____

<b><u>Vendor/Payee Information:</u></b>	
Name:	_____
Address:	_____ _____ _____
Bank Account Number:	_____
Invoice Number:	_____

<b><u>Vendor/Payee Bank Information:</u></b>	
Bank Name:	_____
Address:	_____ _____ _____
ABA Routing Number (US Wires):	_____
SWIFT Code (Foreign Wires):	_____

<b><u>Special Note to Vendor/Payee or Vendor/Payee Bank (optional):</u></b>	

Fiscal Officer Signature	_____ / _____ / _____ Date	Name (Print or Type)
F. O. Code	Phone Number	

<b>DISBURSING OFFICE USE ONLY</b>
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Wire Transfer Number:	_____
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General Instructions: Submit this document to the Disbursing Office with an approved Purchase Order or Authorization for Payment Form.  
\*If foreign currency wire transfer amount is greater than \$25,000.00, contact the Disbursing Office for further instructions.