

Ramapo College Wire Transfer Request

This form is used to request a wire transfer of funds to a vendor in order to pay an invoice or obligation. Typically, only foreign vendors are paid by this form of payment. Accompanying this form must be an invoice or other legitimate documentation supporting the disbursement. Additionally, this form will require the complete information indicated below and signature approval of the individual authorized to expend funds from the indicated account.

The original form with original signatures and supporting documentation should be forwarded to Business Services.

Attn: Smita Saraiya

*** Required Fields**

* Beneficiary's Bank Name			
* Beneficiary's Bank Address			
* ABA Routing # (US Bank Only)			
* SWIFT Code and/or BIC:			
* IBAN			
* Account Name			
Account Holder's Address:			
* Beneficiary's Account Number			
Additional Information (Reference information: Invoice number, program, etc.)			
* Amount			

Department: _____

	F	O	A	P
FOAP String				

Please review budget for available funds.

Please note a bank fee will be charged to the department for the wire.

Requestor Name Print: _____

Requestor Name Signature: _____

Date: _____

Department Head Name Print: _____

Department Head Name Signature: _____

Date: _____

Approval

Business Services Approvals

Business Services Staff Signature: _____

Date: _____

Controller Signature: _____

Date: _____