ROCHESTER INSTITUTE OF TECHNOLOGY
WIRE PAYMENT REQUEST FORM

Date Requested	Date Due	Wire Amount	Currency

Swift Code – (International - Required) ABA Routing # - (Within United States)	Bank Name & Address
IBAN # (International – Required) **Bank Account # - (Within United States)**	

Name of Payee		Reference (Invoice #, P.O. #, etc.)
Vendor #		

General Ledger Account Number Information:

Account Number(s):	Description:	Amount(s):

Approver Information:

Requestor's Name	Extension	Approver's Name	Extension
Requestor's Signature	**Date:**	**Approver's Signature:**	**Date:**

1st Signature for wires over $50,000	Date:	2nd Signature for wires over $50,000	Date:

Office Use Only   Initials / Date

Approver's Signature Verified	
Entered in Oracle	
Entered in OnBase	
Workflow Approved	
Paid in Oracle	

May 2018