

# UNIVERSITY OF HAWAI'I

## Wire Transfer Form

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

E DOC NUMBER \_\_\_\_\_

Amount of Transfer (US Dollars): \$ \_\_\_\_\_

Foreign Currency Transfer\*: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Foreign Exchange (F/X) Code: \_\_\_\_\_

**Requesting Department Information:**

Department/Program: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone No./email address: \_\_\_\_\_

**Vendor/Payee Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

**Vendor/Payee Bank Information:**

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

ABA Routing Number (US Wires): \_\_\_\_\_

SWIFT Code (Foreign Wires): \_\_\_\_\_

**Special Note to Vendor/Payee or Vendor/Payee Bank (optional):**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Fiscal Authority Signature Date Name (Print or Type)

\_\_\_\_\_  
F. O. Code Phone Number

**DISBURSING OFFICE USE ONLY**

Wire Transfer Number: \_\_\_\_\_

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.