

## Wire Transfers

### Purpose

This instruction is to provide general instructions 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 are generally issued to foreign (international) payees only. Domestic payees are generally paid via check or EFT unless extenuating circumstances exist.

### Applicability and Authority

- This procedure applies to all Caltech departments and supersedes any practices in existence prior to its effective date.

### Definitions

- **Bank Codes:**
  - ABA (American Banking Association)
  - BIC (Business Identifier Code)
  - CLABE (Clave Bancaria Estandarizada) translates to “Standardized Bank Code” in English
  - IBAN (International Business Account Number)
  - IRC (International Routing Codes)
  - SWIFT (Society of Worldwide Interbank Financial Telecommunication)
- **Banking Information:** Data from the payee indicating their bank name, bank account number, ABA and/or routing numbers necessary to transmit funds.
- **Currency:** The funds of the country to which payment is to be transferred.
- **Invoice:** This is the document rendered and sent by the supplier to bill the Institute for goods and services.
- **Payment Request Form:** The Payment Request Form is to request payment by any method *other* than a wire. The Payment Request Form is used when a Purchase Order is not required and for items listed on the Payment Request Usages List. See Payment Request Procedure.
- **Purchase Order:** A formal document used to commit the Institute to a transaction with a supplier.
- **Wire Request Form:** This form specifies the request to be conducted by method of wire and includes the banking information for the payee, expense distribution and invoice numbers associated with the funds transfer.
- **Wire Transfer:** A bank transfer of funds electronically transferred from one bank account to another.

## Procedure

### Individual Responsibilities

- **Requestor:** Requestors are responsible for obtaining and supplying supporting documentation from the supplier in order to complete the wire transfer. This includes the invoice and banking details for the payee in question. Requestors are required to secure supplier banking information from the payee on payee letterhead for submission to Payment Services and complete and obtain approval on the Wire Transfer Request Form.
- **Buyers/Purchasing/PO's:** Purchase Orders for required transactions must be completed and approved prior to the transfer of funds. Suppliers must provide invoices for such transactions. Pro-forma invoices are acceptable for prepayments and deposits.
- **Payment Services/Travel Services:** The Payment Services and Travel Services Departments are responsible for reviewing the Wire Transfer Request Form for accuracy, verifying that all supporting documentation is attached and meets with Institute policy. Illegible forms should be returned to the requestor for clarification. Payment Services or Travel Services will enter the payment and coordinate the transfer with the Disbursements Department. All requirements must be met prior to submission to Disbursements. The payment must be approved, authorized, entered and placed into a disposition to pay.
- **Disbursements:** The Disbursements Department or designee is responsible for reviewing the Wire Transfer Request and will process the transfer through the banking system. The Disbursements Department may return items to the processor or the requestor for clarification.
- **Wire Approver:** This individual is charged with authorizing the wire be transacted through the banking system. This individual is separate from the initiator, processor or approver of the wire.

### Other Payment Methods

EFT's or "electronic funds transfers" (also known as "Direct Deposits) are always a preferred method of payment as it avoids the fees incurred with manually transmitted wires. Whenever possible, it is an advantage to set up a supplier as a Direct Deposit payee through Supplier Management. Only when a Direct Deposit transaction is not possible should we consider sending a wire transfer.

### Coordination of Policies and Adherence to Standard Operating Procedures

As with any other payment issued by the Institute, standard operating procedures apply to all wire transfer requests. For example, when standard operating procedures require a purchase order be rendered for the purchase of goods or services over a certain financial limit, the procedure must be followed within the guidelines set forth by Procurement Services.

All procedures, coordination and approvals are required to take place in order to comply with set policies. Standard operating procedures of the Institute cannot be circumvented merely because the method is a wire transfer.

Prior to submitting the wire to the bank for funds transfer, all internal processes must be complete and the payment be placed into a disposition to pay. The Procurement Department must receive the appropriate and properly supported documentation depending on the type of payment requested. This includes:

- A valid and accurate invoice from the supplier containing the PO number (when a PO is required)
- An authorized and properly supported Wire Transfer Form
- An authorized and properly supported Travel and Entertainment Expense Report

The appropriate Procurement Services clerk will be required to:

- Successfully match and validate against the PO (when a PO is required)
- Enter the data in Oracle or other systems to successfully place the item into a disposition to pay
- Secure any manual approvals necessary

Effectively, the invoice or supporting payment documentation for the Wire Transfer Form must be properly approved, supported and processed for payment before it can be submitted to the bank for transfer.

### **Domestic versus International Wires**

#### **International Wires**

Wire transfers will only be authorized for international payments or payments to bank accounts outside the United States.

#### **Domestic Wires**

Domestic payments are those made within the United States and are generally completed by check or Direct Deposit, therefore wire transfers to domestic entities are discouraged. This is due in part to the fees involved with wires. When domestic payments can be completed via a Direct Deposit, it is more prudent and less expensive to do so. Only in rare and extenuating circumstances where a check or Direct Deposit would not be feasible will domestic wires be authorized. The requestor must state the reason why a domestic wire is being called for on the Wire Transfer Form.

### **Processing and Cutoff Periods**

Note that standard processing time of two (2) to three (3) business days is required to process all wire requests. In rare, urgent or emergencies cases, the department should coordinate same day wires with the Procurement Services to ensure that the transfer can be processed without delay. Same day wire requests may not be possible depending on the closing of the bank's wire office.

- Requests will be processed when all supporting documentation, banking information and other requirements have been met by the requestor.
- Requests for immediate or same day wires must arrive to Procurement Services by 11:00 AM in order for the wire to be processed.

## Dark Period

During the last two days of each calendar month, the Payment Services Department goes into a “dark period”, unable to conduct wires until the month end closing process has been settled. During this time, we are unable to process wire transfers and book the expense to the appropriate PTA.

## Payment Settlements

Deposits to payee accounts depend on the beneficiary bank and the country where the beneficiary is located. In some cases, depending on the country of the beneficiary, a wire may process through several intermediary banks before arriving at the final destination. This can delay the deposit time of which we have no control.

Generally speaking:

- US dollar domestic wires hit the payee’s bank on the same business day.
- US dollar international wires (to a foreign bank) generally take 2 to 3 business days.
- Foreign currency wires can take up to 5 to 6 business days to hit the foreign bank account.
- Some foreign countries impose review processes for funds entering their banking jurisdiction. This can delay funding to the payee for weeks or months. Certain countries can even seize funds intended for a payee.

## The Payment Request Form versus the Wire Transfer Form

In the event that the payment falls under the “Payment Request” procedure, it is not necessary to complete the payment request form when the payment will be a wire. In the case of a wire, the “Wire Transfer Form” is acceptable in lieu of the “Payment Request” form. There is no need to complete both forms.

## Completing and Submitting the Wire Transfer Request Form

The department requesting the wire transfer shall complete all of the information on the Wire Request Form. This form must be fully completed online by the requestor, printed, approved and submitted. Please ensure this form is completed by typing in the details. Hand printed forms may be illegible, leading to misdirected deposits or transmission errors. Forms that cannot be deciphered may be rejected.

The Wire Transfer form can be obtained from the Procurement Services website here:

<http://procurement.caltech.edu/forms>

Attach all supporting documentation and submit this form with all attachments to the appropriate Procurement Services Department. For faster service, please scan and email all documents to the following email address marked “priority”:

[accountspayable@caltech.edu](mailto:accountspayable@caltech.edu)

Note that you should retain your originals. Do not inter-office these after submitting them via email. The “originals” are not required when you email requests to Payment Services.

Below is a replica of the wire transfer form for visual reference.

**Wire Transfer Request**

Payment Services Department  
1200 E. California Blvd, MC 103-9  
Pasadena, CA 91126  
Hotline: 626-366-8900  
Email: accountspayable@caltech.edu

**Instructions:**  
This form is to be used to request wire transfer payments for international requests. Note that domestic payments are paid by check or direct deposit unless there are special circumstances that require a wire. Inquire with Payment Services for details. See detailed policy for details here: <http://procurement.caltech.edu/procurement>  
All transactions requiring a Purchase Order must be completed before submitting this request. Complete this form and attach all supporting documentation to justify the request.  
Print and obtain appropriate approvals and send this form and all attachments to Payment Services for processing. documents to accountspayable@caltech.edu. Please allow at least 3 to 5 business days to complete your request.

**Section 1 – Payee Information:**

Vendor Name (Payee) \_\_\_\_\_ Vendor's Date \_\_\_\_\_  
Full Payee Address (Required for all wires) \_\_\_\_\_ Date Required \_\_\_\_\_  
Full Payee Address (Required for all wires) \_\_\_\_\_ Phone Telephone # (Required) \_\_\_\_\_  
Country \_\_\_\_\_ If this is a domestic payment, provide justification for a wire in lieu of a check or direct deposit.

**Vendor Banking Information (Vendor banking information is required for each request submitted):**

Beneficiary Name (if different from payee name above) \_\_\_\_\_ Beneficiary Bank Name \_\_\_\_\_  
Currency \_\_\_\_\_ ABA Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_  
Swift/BIC Code \_\_\_\_\_ IBAN Number \_\_\_\_\_ Austria & Germany BIC Code \_\_\_\_\_  
Canada TWIF Code \_\_\_\_\_ Mexico CLABE Code \_\_\_\_\_ New Zealand NZC Code \_\_\_\_\_ Australia & NZ Pacific BSB Code \_\_\_\_\_  
United Kingdom UK3DFT Code \_\_\_\_\_ Italy CAB Code \_\_\_\_\_ Italy ABI Code \_\_\_\_\_ Poland BRDR Code \_\_\_\_\_  
Description for Accounting Payment \_\_\_\_\_  
Comments or Special Instructions \_\_\_\_\_

**Section 2 – Tax Reporting/Withholding Information**

Is Payee a U.S. Citizen?  (If Payee is a Caltech Employee)  If Caltech Employee, enter USC# \_\_\_\_\_ (If Payee is a California Resident)   
Do you expect to pay the payee more than \$1,500 per calendar year?  If Payee is providing a service, where will the service be performed? \_\_\_\_\_

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**Section 3 – Expense Distribution** (Additional Expense Distribution Form available at <http://procurement.caltech.edu/forms>)

Purchase Order Number (when required) \_\_\_\_\_ If no PO number, does the payment comply with the Payment Request Usage List?

Note: If a PO number is listed above, you will not need to complete the following expense distribution section below.

| Invoice Date                                     | Invoice Number | Amount |
|--|----------------|--------|
| Project / Task / Award / Expenditure Type or GL# |                |        |
| Invoice Date                                     | Invoice Number | Amount |
| Project / Task / Award / Expenditure Type or GL# |                |        |
| Invoice Date                                     | Invoice Number | Amount |
| Project / Task / Award / Expenditure Type or GL# |                |        |
| Invoice Date                                     | Invoice Number | Amount |
| Project / Task / Award / Expenditure Type or GL# |                |        |
| Invoice Date                                     | Invoice Number | Amount |
| Project / Task / Award / Expenditure Type or GL# |                |        |
| Invoice Date                                     | Invoice Number | Amount |
| Project / Task / Award / Expenditure Type or GL# |                |        |

Grand Total \_\_\_\_\_

**Section 4 – Requestor/Approval Signatures**

Requestor Name (Required for all requests) \_\_\_\_\_ Approver Name (Required for all non-PO requests) \_\_\_\_\_  
Requestor Telephone # \_\_\_\_\_ Approver Telephone # \_\_\_\_\_  
Requestor's Email Address \_\_\_\_\_ Approver Signature \_\_\_\_\_

Wire Transfer Form Rev. 03/2013

### Obtaining Banking Information

Payee banking information is necessary when sending wire transfers. The payee must provide their bank information via email, on their company or personal letterhead or directly printed on their invoices. When this information is not printed directly onto the supplier invoice, it is important that banking information be obtained from the vendor, supplier or payee in writing. This avoids any possible error and reduces the risk associated with verbal communications.

The supplier must provide the necessary information to order the wire from the bank. This includes the following, but may also require country specific routing codes as well. When unsure, the payee should contact their banking institution to obtain the necessary banking and routing information.

- Beneficiary Name (If different from the supplier name)
- Bank Name
- ABA or Routing Number
- Bank Account
- SWIFT Code
- BIC Code
- IBAN (for International Wires)
- CLABE # (for Transfers to Mexico)
- IRC (Code is Country Specific)

## **Avoiding Delays or Additional Fees on Outgoing Wires**

Be sure to provide complete beneficiary information including name, account number and routing information. If you are unsure of what is required, please contact the recipient (beneficiary/payee) for complete routing instructions. If they are unsure of their banking details, they should contact their bank for this information. Payment Services highly encourages payees to obtain banking details directly from their banking institution and to provide it to the requesting department to ensure that wires are routed accurately.

Any fees that result in the return, rejection or correction of a wire transfer due to an error on part of the payee or the department submitting the request will be charged back to the requesting department. Fees must not be charged back to federally funded awards. Use only unrestricted sources to cover the costs associated with fees. It will be up to the department to collect any fees from the payee when they payee is responsible for the error.

## **Recalls**

Any wires that are transferred in error, either due to the incorrect beneficiary or banking information provided may be recalled, when possible. There are circumstances where the wire cannot be recalled. Recalls are time sensitive, dependent on the bank and intermediary banks involved and the country to which funds were transferred. If a formal recall cannot be completed, funds will need to be returned by the payee. If the payee is uncooperative, funds can be lost. If funds cannot be recovered, the department responsible for the error will be liable for the fees and associated funds transferred in error.

## **Information for International Wires**

Wires transmitted to foreign countries have various different requirements and wire codes, depending on the receiving country. All wire transfer payments destined for Europe should include the SWIFT Bank Identifier Code (SWIFT BIC), International Routing Code (IRC) as applicable, and for participating countries the beneficiary's International Bank Account Number (IBAN). Mexican banks require a CLABE number in addition to the SWIFT BIC.

**International Routing Code (IRC):** Some countries throughout the international banking community have created international routing codes, which are used in combination with the SWIFT BIC to aid in routing the payment through a main office to a branch. Each country has a specific name for their routing code (i.e., Sort Code in the United Kingdom, Canadian Payments Association Routing Numbers in Canada). Your beneficiary must provide the international routing code to facilitate receipt of an international payment. This information should be placed into the "IRC" field located on the Wire Transfer Form. Sending a wire without the IRC number can delay the wire, or the receiving bank may return the wire when this number is not included in the payment instructions, and additional fees may be assessed.

## **Wire Transfer Form Fields**

The fields on the Wire Transfer Form require specific data. The following will help guide you through the various fields. The campus department requesting the wire transfer, not the payee, should complete this form. Obtain all banking details from the payee prior to completing this form. The online form-fill PDF document contains helpful text. Simply hover over the field with your mouse in any of the fields on the Wire Transfer Form to view the input information for that field.

## **Section 1 – Payee Information**

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- **Supplier Name (Payee):** Enter the name of the company or individual you are paying.
- **Today's Date:** Enter today's date.
- **Full Payee Address:** Enter the full payee address. This information is necessary to validate the payee with their payment address and possible tax reporting purposes.
- **Date Required:** Enter the date the wire is required. Please allow 2 to 3 business days for transacting the wire through the bank. Additional processing time may be required, so please provide as much time as possible.
- **Payee Telephone Number:** Enter the payee telephone number including area code or country dialing code. The payee telephone number is required and may be used to make contact the payee by the bank if necessary.
- **Country:** Enter the country of origin to which the funds are to be transferred.
- **Domestic Payment Justification:** Enter the justification for wires in US dollars to domestic origins. Unless extenuating circumstances exist, another payment method, such as a Direct Deposit or check payment should be used for domestic payees.
- **Beneficiary Name:** Enter the name of the individual or organization that will be in receipt of the funds (if different from the payee name).
- **Beneficiary Bank Name:** Enter the name of the beneficiary bank's name.
- **Currency:** Enter the currency for the country for which you wish funds transferred. Indicating the currency in this field means that the amounts you enter elsewhere on the form will be transferred in that currency. If you wish the funds to be transferred in US dollars, you must indicate USD in this field. Below is a list of the various currency abbreviations:

- AED United Arab Emirates Dirham
- AFN Afghanistan Afghani
- ALL Albania Lek
- AMD Armenia Dram
- ANG Netherlands Antilles Guilder
- AOA Angola Kwanza
- ARS Argentina Peso
- AUD Australia Dollar
- AWG Aruba Guilder
- AZN Azerbaijan New Manat
- BAM Bosnia and Herzegovina Convertible Marka
- BBD Barbados Dollar
- BDT Bangladesh Taka
- BGN Bulgaria Lev
- BHD Bahrain Dinar
- BIF Burundi Franc
- BMD Bermuda Dollar
- BND Brunei Darussalam Dollar
- BOB Bolivia Boliviano
- BRL Brazil Real
- BSD Bahamas Dollar
- BTN Bhutan Ngultrum
- BWP Botswana Pula
- BYR Belarus Ruble
- BZD Belize Dollar

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- CAD Canada Dollar
- CDF Congo/Kinshasa Franc
- CHF Switzerland Franc
- CLP Chile Peso
- CNY China Yuan Renminbi
- COP Colombia Peso
- CRC Costa Rica Colon
- CUC Cuba Convertible Peso
- CUP Cuba Peso
- CVE Cape Verde Escudo
- CZK Czech Republic Koruna
- DJF Djibouti Franc
- DKK Denmark Krone
- DOP Dominican Republic Peso
- DZD Algeria Dinar
- EGP Egypt Pound
- ERN Eritrea Nakfa
- ETB Ethiopia Birr
- EUR Euro Member Countries
- FJD Fiji Dollar
- FKP Falkland Islands (Malvinas) Pound
- GBP United Kingdom Pound
- GEL Georgia Lari
- GGP Guernsey Pound
- GHS Ghana Cedi
- GIP Gibraltar Pound
- GMD Gambia Dalasi
- GNF Guinea Franc
- GTQ Guatemala Quetzal
- GYD Guyana Dollar
- HKD Hong Kong Dollar
- HNL Honduras Lempira
- HRK Croatia Kuna
- HTG Haiti Gourde
- HUF Hungary Forint
- IDR Indonesia Rupiah
- ILS Israel Shekel
- IMP Isle of Man Pound
- INR India Rupee
- IQD Iraq Dinar
- IRR Iran Rial
- ISK Iceland Krona
- JEP Jersey Pound
- JMD Jamaica Dollar
- JOD Jordan Dinar
- JPY Japan Yen
- KES Kenya Shilling
- KGS Kyrgyzstan Som

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- KHR Cambodia Riel
- KMF Comoros Franc
- KPW Korea (North) Won
- KRW Korea (South) Won
- KWD Kuwait Dinar
- KYD Cayman Islands Dollar
- KZT Kazakhstan Tenge
- LAK Laos Kip
- LBP Lebanon Pound
- LKR Sri Lanka Rupee
- LRD Liberia Dollar
- LSL Lesotho Loti
- LTL Lithuania Litas
- LVL Latvia Lat
- LYD Libya Dinar
- MAD Morocco Dirham
- MDL Moldova Leu
- MGA Madagascar Ariary
- MKD Macedonia Denar
- MMK Myanmar (Burma) Kyat
- MNT Mongolia Tugrik
- MOP Macau Pataca
- MRO Mauritania Ouguiya
- MUR Mauritius Rupee
- MVR Maldives (Maldivian Islands) Rufiyaa
- MWK Malawi Kwacha
- MXN Mexico Peso
- MYR Malaysia Ringgit
- MZN Mozambique Metical
- NAD Namibia Dollar
- NGN Nigeria Naira
- NIO Nicaragua Cordoba
- NOK Norway Krone
- NPR Nepal Rupee
- NZD New Zealand Dollar
- OMR Oman Rial
- PAB Panama Balboa
- PEN Peru Nuevo Sol
- PGK Papua New Guinea Kina
- PHP Philippines Peso
- PKR Pakistan Rupee
- PLN Poland Zloty
- PYG Paraguay Guarani
- QAR Qatar Riyal
- RON Romania New Leu
- RSD Serbia Dinar
- RUB Russia Ruble
- RWF Rwanda Franc

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- SAR Saudi Arabia Riyal
  - SBD Solomon Islands Dollar
  - SCR Seychelles Rupee
  - SDG Sudan Pound
  - SEK Sweden Krona
  - SGD Singapore Dollar
  - SHP Saint Helena Pound
  - SLL Sierra Leone Leone
  - SOS Somalia Shilling
  - SPL\* Seborga Luigino
  - SRD Suriname Dollar
  - STD São Tomé and Príncipe Dobra
  - SVC El Salvador Colon
  - SYP Syria Pound
  - SZL Swaziland Lilangeni
  - THB Thailand Baht
  - TJS Tajikistan Somoni
  - TMT Turkmenistan Manat
  - TND Tunisia Dinar
  - TOP Tonga Pa'anga
  - TRY Turkey Lira
  - TTD Trinidad and Tobago Dollar
  - TVD Tuvalu Dollar
  - TWD Taiwan New Dollar
  - TZS Tanzania Shilling
  - UAH Ukraine Hryvna
  - UGX Uganda Shilling
  - USD United States Dollar
  - UYU Uruguay Peso
  - UZS Uzbekistan Som
  - VEF Venezuela Bolivar
  - VND Viet Nam Dong
  - VUV Vanuatu Vatu
  - WST Samoa Tala
  - XAF Communauté Financière Africaine (BEAC) CFA Franc BEAC
  - XCD East Caribbean Dollar
  - XDR International Monetary Fund (IMF) Special Drawing Rights
  - XOF Communauté Financière Africaine (BCEAO) Franc
  - XPF Comptoirs Français du Pacifique (CFP) Franc
  - YER Yemen Rial
  - ZAR South Africa Rand
  - ZMW Zambia Kwacha
  - ZWD Zimbabwe Dollar
- **ABA Number:** (American Bankers Association Number) Enter the ABA Number provided by the payee's bank.
  - **Bank Account Number:** Enter the payee's bank account number.

- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication and/or Banking Identifier Code) Enter the SWIFT/BIC code as provided by the payee's bank.
- **IBAN Number:** (International Bank Account Number) Enter the IBAN number as provided by the payee's bank.
- **IRC Number:** (International Routing Number) Enter the IRC as provided by the payee's bank.
- **Canada TRNO Code:** (Transit Number used by Canadian Banks) Enter the TRNO code as provided by the payee's bank.
- **Mexico CLABE Code:** (Clave Bancaria Estandarizada required by Mexican Banks) Enter the CLABE number as provided by the payee's bank.
- **United Kingdom UKSORT Code:** (United Kingdom Sort Code used by banks in the United Kingdom) Enter the UKSORT code as provided by the payee's bank.
- **Other:** Enter any other sort code or banking code in this field.
- **Description to Accompany Payment:** Enter the description or invoice number you wish to be included with the wire so that the payee can identify the payment. Please be as brief as possible.
- **Comments and Special Instructions:** Enter details or instructions you wish to convey to the processor.

## Section 2 – Tax Reporting/Withholding Information

- **Is Payee a U.S. Citizen/ Resident Alien?** – Check the applicable box (this field is used to determine which, if any, tax reporting forms are required by the IRS).
- **Is Payee a Caltech Student or Employee?** – Check the applicable box (this field is used to determine appropriate payment process).
- **Caltech UID** – Needed when the payee is a Caltech employee or student.
- **Is Payee a California resident?** - Check the applicable box (used to determine tax reportable status and/or withholding requirements) If services are more than \$1,500 in a calendar year **AND** are performed in California by a Nonresident, we are required to withhold at the current California rate
- **Do you expect to pay Payee more than \$1,500 during this calendar Year?** – Check the applicable box (used to determine if California State non-resident withholding is required).
- **If Payee is Providing Services, where will the Services be Performed?** – Indicate where services are to be performed (used to determine withholding requirements).

## Section 3 –Expense Distribution

If additional expense distribution is needed, you may access an additional expense distribution form here:

<http://procurement.caltech.edu/forms>

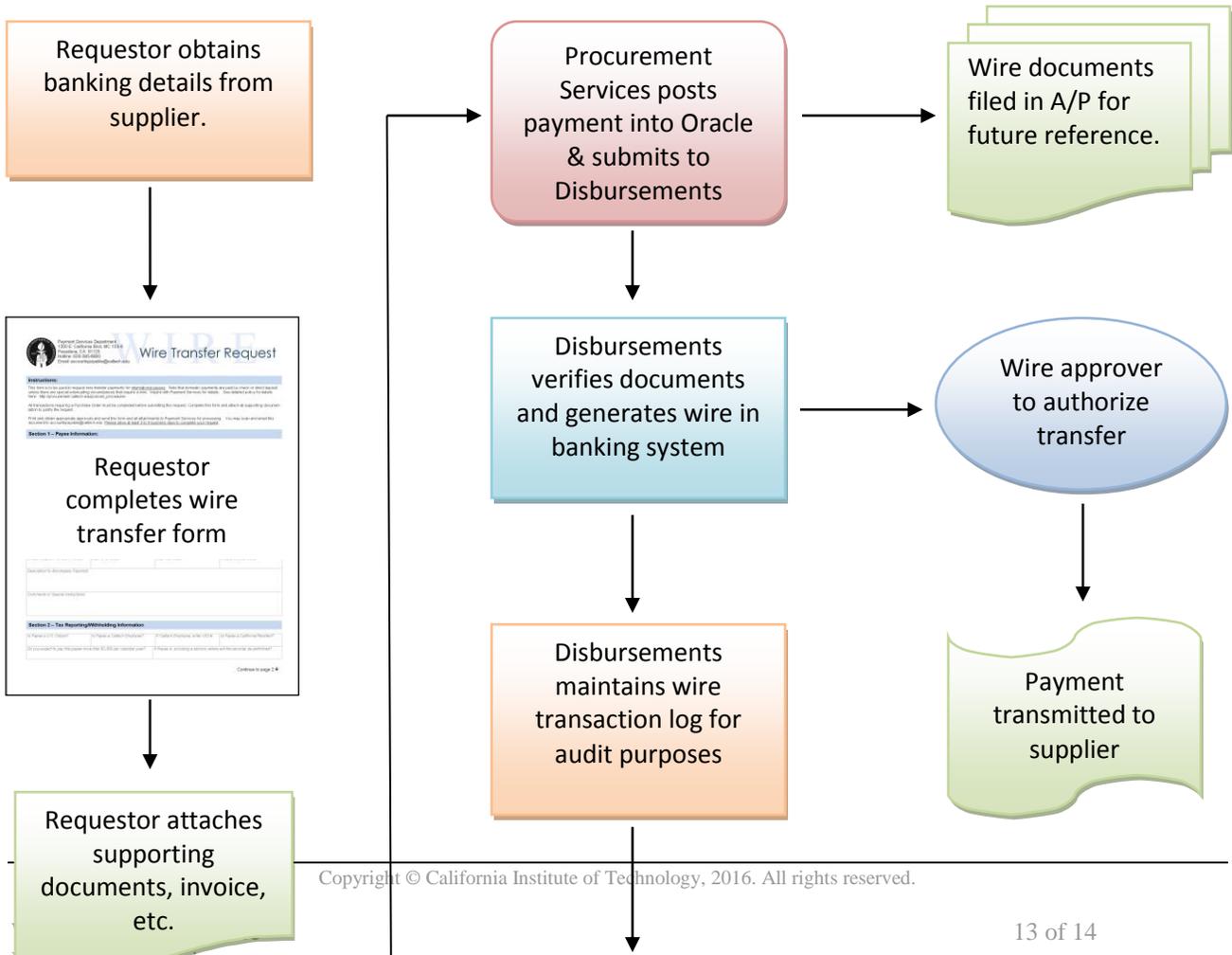
- **Purchase Order Number (when required):** Enter the PO number as provided by Purchasing Services or TechMart
- **No PO Justification:** If a PO is not required, please indicate that the payment complies with the Payment Usages list (when the wire form is used in lieu of the Payment Request Form). Payment Request Usages List can be obtained here: <http://procurement.caltech.edu/forms>
- **Invoice Date** – Indicate the date of the supplier's invoice.
- **Invoice Number** – If a formal invoice is rendered by the supplier, indicate the invoice number.
- **Project** – The Project number(s) to be charged.
- **Task** – The Task number(s) to be charged.
- **Award** – The Award number(s) to be charged.

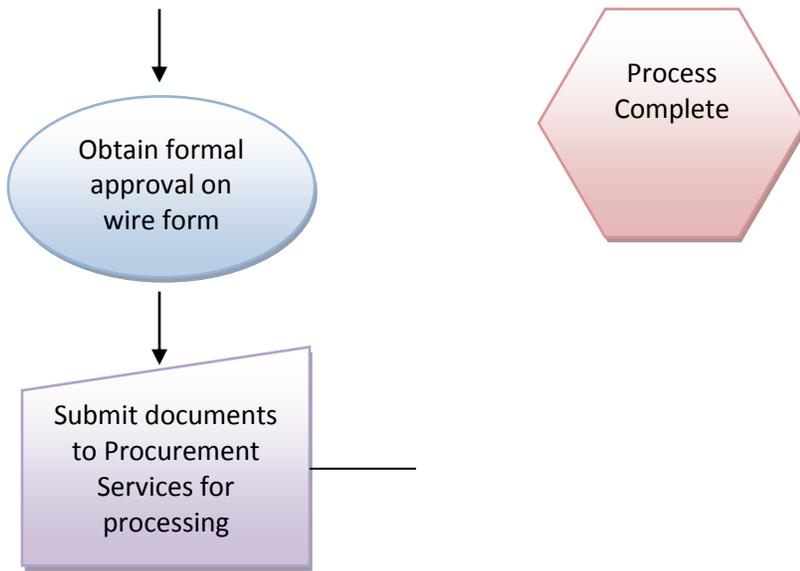
- **Expenditure Type** – The Expenditure Type for which you would like this order charged. For a listing and/or definition of Expenditure Types, refer to the following link: [https://business-query.caltech.edu:8181/apex\\_CNTRL/f?p=100:21:10844107041687::NO::](https://business-query.caltech.edu:8181/apex_CNTRL/f?p=100:21:10844107041687::NO::)
- **Amount** – Enter the amount to be distributed to the appropriate PTA indicated. Note that this amount will be transferred in the currency indicated in Section 1. Once the funds have been transferred, that amount will be converted to USD and your PTA will be booked in US Dollars. If you wish to transmit funds in USD, please indicate it in the “Currency” field in section 1.

#### Section 4 – Requestor/Approver

- **Requestor Name** – The name of the person preparing the Wire Transfer Form. Documentation relating to or concerns regarding this request will be sent to this individual.
- **Department Name** – The formal name of your department or business unit.
- **Department Code** – This is the code assigned to your Division/Department or a subsection that identifies how you want deliveries and paperwork routed. This code is assigned by the Purchasing Services Department in collaboration with Division/Department representatives. If you have questions about the Department Code, please refer to the Purchasing & Payment Services website at <http://procurement.caltech.edu>
- **Requestor Telephone Number.** – The telephone number of the requestor.
- **Mail Code** – The mail code of the requestor.
- **Email** – The email of the requestor.
- **Approver Name** – The full name of the person approving the request. The approver must have the authorization to approve expenses against the PTA (s) listed.
- **Approver Signature** – The Signature of Person authorized to approve expenditures on the account(s). By signing, the Approver acknowledges that the equipment/supplies/services being purchased are needed to accomplish research/teaching/business objectives consistent with the requirements of the POETA(s) listed on the Wire Transfer Form.
- **Date Approved** – The date the approver granted authorization. (Note that this form may be signed electronically. If you wish to set up a digital signature, simply right click on the field and select your digital signature. To setup a digital signature, please contact IMSS).

## Process Flow





### Exceptions

Any exceptions or requirement that requires a deviation from this Procedure shall be reviewed and approved by the Director of Procurement Services.