

FEDERAL WIRE TRANSFER REQUEST FORM - DOMESTIC

New Jersey Institute of Technology

VENDOR NAME:	
VENDOR ID:	
VENDOR INVOICE NUMBER:	
PURPOSE OF WIRE TRANSFER:	
TOTAL AMOUNT OF WIRE TRANSFER:	

PURCHASE ORDER RELATED REQUEST

PURCHASE ORDER NUMBER:		AMOUNT:	

NON-PO/DIRECT PAY RELATED REQUEST

CHART	INDEX	FUND	ACCOUNT	AMOUNT

BENEFICIARY BANKING INFORMATION

ACCOUNT HOLDER NAME:	
BANK NAME:	
ABA NUMBER:	
BANK ACCOUNT NUMBER:	
REFERENCE:	

WIRE TRANSFER REQUESTED BY:

NAME (PRINT)	DEPARTMENT	PHONE NUMBER
SIGNATURE		DATE

APPROVAL SIGNATURES REQUIRED FOR NON-PO/DIRECT PAY REQUEST

REQUESTOR'S ONE-UP SUPERVISOR	DATE
ASSOCIATE VICE PRESIDENT FOR FINANCE AND TREASURY MANAGEMENT (\$75,000 and Greater)	DATE

FEDERAL WIRE TRANSFER REQUEST PROCEDURES

Requester:

- Obtain the Federal Wire Transfer Request Form (Domestic or Foreign) from the Accounts Payable web page (www.njit.edu/finance/accounts-payable-forms)
- When applicable:
 - Create a requisition in order to obtain a PO to encumber the funds
 - For non-PO/direct pay related requests the accounting distribution is required (CHART, INDEX, FUND, ACCOUNT)
- Complete the Federal Wire Transfer Request Form
 - Forms for PO related requests:
 - Must be signed by the requester
 - Forms for non-PO/direct pay related requests:
 - Must be signed by the requester
 - Must be approved by the requesters one-up supervisor
 - Forms for both PO and non-PO/direct pay related requests over \$75,000:
 - Must be approved by the Associate Vice President for Finance and Treasury Management
- Once the form is fully complete, it must be submitted to apinvoices@njit.edu with the appropriate documentation (invoice and vendors wire transfer instructions). Include *Wire Transfer* in the subject line. **(The form is not required for request being processed with a PO and invoice that includes the suppliers banking information and is under \$75,000.00)** **Note: If the wire instructions are not included on the invoice, supporting documentation to verify the banking details must be included with the request. (i.e. Letter from vendors bank, trusted email from vendor, etc.)**

Accounts Payable

Senior Accounts Payable Specialist

- Review the Federal Wire Transfer Request Form and related documentation
 - Verify the PO is correct. If being processed as a direct pay ensure the form has the accounting distribution and the appropriate signatures
 - Verify the request includes supporting documentation for the banking instructions, if not included on the invoice
- Logon to JMP Access to process the wire transfer
- Email the Director of Accounts Payable a screenshot of the pending wires and attach the wire transfer requests for review and approval/release
- Following release confirmation from the Director of Accounts Payable and based on the transfer value date
 - Use the JPM completed payment email confirmation and/or logon to JPM Access to run the Cash Report, Balance and Transactions to confirm the funds have been transferred
 - Post the invoice, process the manual check and update FAABREC
- Scan and index documents in BDMS as backup for checks
Note: Document, must also be scanned as an invoice, if processed as a direct pay