

MUHLENBERG COLLEGE WIRE TRANSFER FORM



Department Name _____ Date _____
Amount _____

Account to Charge _____ Currency Needed _____

Amount of Wire _____

Make Wire Payable To:

Beneficiary Name _____
Beneficiary Address _____

Bank Name _____
Bank Address _____

Bank Account # (IBAN) _____
Routing # (SWIFT) _____

Purpose _____

Hold Wire _____ Approved (Dept Head) _____
Wire Immediately _____ Phone Ext _____



**** Wire requests will be processed daily and must be turned in by 3 PM in order for the wire to be processed by end of business day 5PM.**
** Wire requests should be used for payments that need to be processed quickly. Wire transfers can be requested if an Accounts Payable check will not be accepted by a vendor.
** Please attach the original Wire Transfer Form and detailed back up for the wire transfer request. Wires will be deposited directly to the vendor's bank account for security and speed.
** Confirmation of wired funds is available at your request.
** Questions related to purchase orders should be directed to Purchasing ext. 3116.
** Controller's Office ext. 3154.

**** One Copy to the Controller's Office ** Retain copy for your records**