How to Create a Wire Transfer

1. A Check Request is created by department in KUPPS made payable to the University of Kansas
   a. Supplier ID 0000018906
   b. Address 38 should be indicated in the Internal Notes of the Requisition for FACC (this would require it to be put on the voucher intervention database)
2. Check request amount must include $25 for the wire fee. This is in addition to the amount of the payment.
3. Make sure it is clear what type of currency, US Dollars or other.
4. The Requisition Internal Notes must contain the following:
   a. Wire transfer
   b. Amount
   c. Bank name
   d. City
   e. Country
   f. Name of Recipient
   g. Account Number/ IBAN
   h. Reason for wire transfer. Brief description of what the wire is for so the receiving bank can identify it.