



**WIRE/ACH REQUEST**

Office of the Controller  
175 Grace Dodge

- WIRE
- ACH

Wire/ACH # Assigned by Controller's Office

Requested by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

Please make Wire/ACH payable to:

Vendor I.D. #

Bank and City/State:

Account Number:

Swift Routing Number:

Wire Reference/Instructions (invoice/account/date)

Vendor Address:

Assigned by Accounts Payable Document ID number

Date Entered \_\_\_\_\_ By \_\_\_\_\_

Description	Fund/Index	Account	Amount
<b>Net Amount of Payment</b>			-

New Vendor/Consultant: Attach W-9 Form

Non-resident Alien (foreign consultants/honorarium): Attach Form "Addendum for Payment of Honorarium to Non-Resident Alien"