

University of Texas at Austin Wire Transfer & Foreign Draft Instructions

WIRE TRANSFERS

When requesting a wire transfer, a manual [purchase voucher](#) must be completed. This should be submitted to Cash Management along with any purchase documentation such as the invoice, APS form, RTA form, and/or payment contract. Also, the department must provide two authorized signatures from the charged account for purchases of \$500 or more. The following sections must be completed on the voucher form.

1. Purchase Order number, if applicable (Section i)
2. UT EID (Section o)
3. Payee name and address
4. Account title
5. Account number
6. UT Object Code
7. Payment amount shown in the currency to be sent (US dollars or foreign currency)
8. Delivery Date - Date of services (Section z)
9. Description of articles or services (Section aa)
10. Amount to be paid in the currency to be sent (Section dd)
11. Preparer's name, department address, and phone number
12. Total – Total amount to be submitted in the currency to be sent
13. Original authorized signatures (Section ff)

A [Wire Transfer Information form](#) must be completed and/or the following must be provided.

14. Bank name and address
15. Swift code (for foreign wires)
16. Routing in transit or ABA number (for domestic wires)
17. Any other bank codes provided by the vendor such as IBAN, sort code, etc.
18. Wires to Mexico must have a CLABE and SUCURSAL number
19. Account name as it appears at the bank
20. Account number

All the above information must be included for the wire transfer to be processed properly. Any information not provided may cause delays in the wire process. Also, incorrect information could result in the return of a wire and an additional delay in payment to the vendor.

Once the wire transfer is complete, the department will be charged using a *DEFINE **VC1** document. A copy of the purchase voucher and all documentation will be sent to the department (preparer) via campus mail.

FOREIGN DRAFTS

The same basic process applies to foreign drafts. A manual voucher must be completed and forwarded to Cash Management with the necessary documentation and the following sections must be completed on the voucher form.

1. Purchase Order number, if applicable (Section i)
2. UT EID (Section o)
3. Payee name and address (mailing address for the check)
4. Account title
5. Account number
6. UT Object Code
7. Payment amount shown in the currency to be sent (foreign currency)
8. Delivery Date - Date of services (Section z)
9. Description of articles or services (Section aa)
10. Amount to be paid in the currency to be sent (Section dd)
11. Preparer's name, department address and phone number
12. Total – Total amount to be submitted in the currency to be sent
13. Authorized signatures (Section ff)

Once the draft is received from the bank, the check will be mailed to the vendor with a copy of the invoice and/or payment documentation. The department will be charged using a *DEFINE **VC1** document. A copy of the purchase voucher and all documentation will be sent to the department (preparer) via campus mail.

If you need any assistance, you may contact:

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Office of Accounting

Cash Management

or

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Office of Accounting

Cash Management