WIRE TRANSFERS

When requesting a wire transfer, a manual purchase voucher (State of Texas Purchase Order Form) 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 manual purchase voucher can be acquired through the Office of Accounting website at http://www.utexas.edu/business/accounting/cm/. The following sections must be completed on the voucher form.

1. Purchase Order number, if applicable (Section I)
2. UT EID number (Section O)
3. Payee name and address
4. Account title
5. Account number – UT Define account number
6. UT Code (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 with the following information:

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. **Wires to Brazil may require additional information. Please call for instructions.**

20. Account name as it appears at the bank
21. Account number – **IBAN for European Countries**

All the above information must be included for the wire transfer to be processed properly. Any information not provided may delay 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 VC1. The VC1 will be FYI’d to the department requester and this individual will be able to retrieve the document copies from the image retrieval system (IRS) within a few days after the process date of the VC1. The department requester will have the VC1 # in their inbox on Define.
FOREIGN DRAFTS

The same basic process applies in that a manual voucher (State of Texas Purchase Order Form) must be completed and forwarded to Cash Management with the necessary documentation. The following sections must be completed on the voucher form.

1. Purchase Order number, if applicable (Section I)
2. UT EID number (Section O)
3. Payee name and address
4. Account title
5. Account number
6. UT Code (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)

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 VC1. The VC1 will be FYI’d to the department requester and this individual will be able to retrieve the document copies from the image retrieval system (IRS) within a few days after the process date of the VC1. The department requester will have the VC1 # in their inbox on Define.

If you need any assistance you may contact.
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