



Valdosta State University Wire Payment Request

Please allow 5 business days for processing.

Payment Details

Type of Currency	Amount	Description

Chart String (Department Budget Expense line): List in the following order

Account	Fund	Department	Program	Class	Project

Bank Details

Bank Name:	
Address:	
*SWIFT/BIC Code: (must be at least 8 characters) or Sort/ABA No.	

Beneficiary Details

Payee Name:
Address:
Account #

Details of Payment

Invoice#

Initiating Personnel Signature/Date: _____

Budget Manager Signature/Date: _____

Email Address of Individual to Notify When Funds are Wired: _____

(Confirmation email should be sent to the individual in charge of record keeping for chart string above.

This person should forward the confirmation email to any other interested parties. Please print legibly.)

For Account USE ONLY: To be COMPLETED after wire transmission is COMPLETE	
US Dollar Actual Amount:	
Confirmation/Transaction No.:	
Date Sent:	
Time Sent:	