

# Johns Hopkins University

Non-Standard DOMESTIC Wire

Release Date \_\_\_\_\_

NOTE: All wire requisitions and supporting documents must be received by the Treasury Department no later than 12:00pm daily for processing.

### Wiring Instructions

Vendor number \_\_\_\_\_  
 Beneficiary Account Name \_\_\_\_\_  
 Beneficiary Bank Account Number \_\_\_\_\_  
 Name of Beneficiary Bank \_\_\_\_\_  
 City and State of Bank \_\_\_\_\_  
 ABA or Routing Number \_\_\_\_\_  
 Purpose of Wire \_\_\_\_\_

### Budget Information

P.O. # to be charged (if applicable) \_\_\_\_\_

SAP GL Account	SAP Cost Center	SAP Internal Order	SAP Fund	US \$

Total Wire Amount \$ \_\_\_\_\_

Department Email Address \_\_\_\_\_

### Requesting Department Approval

Prepared By \_\_\_\_\_  
Signature
Print Name
Phone Number
Date

Supervisor Approval \_\_\_\_\_  
Signature
Print Name
Phone Number
Date

### TREASURY DEPARTMENT USE ONLY

Reviewed By \_\_\_\_\_  
Signature
Print Name
Date

Originated By \_\_\_\_\_  
Signature
Print Name
Date

Released By \_\_\_\_\_  
Signature
Print Name
Date

Treasury Approval \_\_\_\_\_ Bank Reference \_\_\_\_\_

Over \$10,000  
Initials

WR-03