|  |  |  |
| --- | --- | --- |
| **For Business office**  **Transaction ID:\_\_\_\_\_\_\_\_\_\_\_** | | |
| Requesting Department: |  |  | Date: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payment for: |  | Purchase Order | P.O. No.: |  |
|  |  |  |  |  |
|  |  | Contract | Contract No.: |  |

|  |  |
| --- | --- |
| Amount to be transmitted: $ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wire Transfer Fee: |  | $25.00 *(for US Banks)* |  | $35.00 *(for International Banks)* |

**BENEFICIARY’S INFORMATION :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| **Physical Address**: |  | | | |
|  |  |  |  |  |
| Account Number: |  | Account Type: |  | Savings |
|  |  |  |  |  |
|  |  |  |  | Checking |
| Reference: |  | | | |

**BENEFICIARY’S BANK INFORMATION:**

|  |  |
| --- | --- |
| Receiving Bank: |  |
| **Physical Address**: |  |
| Routing Number: |  |
| Swift Code: |  |

***Note: COMPLETE PHYSICAL ADDRESS ( P.O. BOX NOT ACCEPTED)***

|  |  |
| --- | --- |
| Payment Requested by: |  |
|  | (Signature over Printed Name) |
|  |  |
|  | (Designation) |

|  |  |  |  |
| --- | --- | --- | --- |
| Payment Approved by: |  |  |  |
|  |  |  |  |
|  | Comptroller |  | Vice President |