

Wire Transfer Claim Voucher Entry

If you are submitting a Wire Transfer:

1. Type the Wire Transfer information into the “**Bank Account/Wire Transfer Number (SPI)**” box to indicate that the Claim Voucher is a Wire Transfer. (Important! Entering the information will change the way the claim is processed in the system. If you do not write in the correct box, the claim voucher will be processed as a regular claim voucher and not a wire.)
2. In the “**Bank Account/Wire Transfer Number (SPI)**” box provide the Vendor’s Banking Information:
 - Payee Name (must be exactly the same as the name on the bank account)
 - Bank Name
 - Bank Physical Address
 - Swift Code
 - Account Number
 - International Routing Number
3. All documentation (including the invoice) must be in English.

Notes for Departments:

- 1) If the dollar amount changes due to foreign exchange rates, AP will change the amount on the Claim Voucher to match.
- 2) Whenever possible Domestic Transactions should be done as Direct Deposits not Wire Transfers.
- 3) Due to East Coast Banking times, all wires must be submitted to Accounts Payable by 10am for same day processing.
- 4) The account information in the “**Bank Account/Wire Transfer Number (SPI)**” box will be deleted and is not stored in the banner system for future use.
- 5) If there are any questions about the Foreign Wire Transfer Process, please email Accounts Payable at ap-checks@uidaho.edu or call 208-885-5390 prior to submitting the Wire Transfer on the Claim Voucher Form for processing.