Wire Transfer Details Form

In order to process a wire transfer for procurement, the Payment With Order form must be used to create a requisition in RazorBuy.

Please note: A wire fee will be required ($15 domestic/$35 international). This fee will be expensed against the departmental cost center by journal entry; the fee amount should not be added to the requisition or PO. In the event that foreign currency is requested, the transfer is subject to the bank’s current exchange rate.

Warning: When processing a wire transfer in RazorBuy, the system will not send the vendor a PO or any documents attached to the PO in RazorBuy. If you process a wire transfer and need the PO or any other documentation sent to the vendor it is the responsibility of the department to do so.

Important: The supplier’s name and address on the requisition/PO must match the account holder’s name and address. Sometimes these names are the same, sometimes they are different. (As an example, Supplier Name: Fincas Olson Del Norte S.A., Account Holder Name: A&J Seed Farms S.A.)

Please provide the following information and attach this form to the RazorBuy requisition:

Requisition Number ________________

Name of Bank Receiving Transfer: ____________________________________________

Bank’s Address: ___________________________________________________________

Name of Account Holder for deposit of funds: _________________________________

Account Holder’s Address: _________________________________________________

Routing Information: (ABA/Routing number, Swift Code, IBAN number etc.):
Note: For international wire transfers a Swift Code MUST be provided.

Account Number for deposit of funds: ________________________________________

Amount and Type of Currency (ex. US Dollars, Euro, etc.): _____________________

Information to be listed in memo field (reference#, invoice# etc.): ________________

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