



Wire Check list and Procedure

In order to process a wire, the below details and documents are needed. The wire will not be processed if any of the below requests are missing.

_____The wire form needs to be filled out entirely by the department who is requesting payment. Not the vendor.

_____A PO # needs to be created in order to post the wire in the system. Once the PO# is generated, please write it on the wire form as a reference.

_____A copy of the invoice needs to be included with the wire.

_____A copy of the vendors banking instructions is needed. This information needs to come from the vendor.

For *Advance International Payments* under funds beginning with 31 thru 34 - Please have the International Wire Transfer form approved by Research Finance before sending to Accounts Payable.

Research Finance

suzanne.locke@einstein.yu.edu

nuzhat.saleem@einstein.yu.edu

For *all other Advance International Payments* - Please have the International Wire Transfer form approved by Burt Blass or Karen Rosenthal before sending to Accounts Payable.

burt.blass@einstein.yu.edu

karen.rosenthal@einstein.yu.edu

Once all documents are collected and finalized, please forward to Accounts Payable.

hmartine@yu.edu

Lorena.ortiz@einstein.yu.edu

Please allow an additional week to process for the initial vendor set up.

Thank you for your cooperation