

How to Create a Wire Transfer

1. Create a voucher payable to the Bursar's Office
 - a. Vendor ID: 0000018906
 - b. Short Name: KU—UKANS-001
 - c. Address: 10
2. Voucher amount must include \$25 for the wire fee. This is in addition to the amount of the payment.
3. The voucher comments must contain the following:
 - a. Description of what is being purchased
 - b. Name of vendor
 - c. Bank name
 - d. Bank city
 - e. Bank country
 - f. SWIFT number
 - g. Account number or IBAN (International Bank Account Number)
4. Send log along with invoice to CASPUR
 - a. Write "Wire Transfer" on log so the payment method can be easily identified with the voucher.
 - b. It is helpful for the department to notify their CASPUR contact a wire payment coming.