

UNIVERSITY OF MIAMI

Departmental Request for Electronic Funds Transfer Via Workday

TO: Cash Management Department
Telephone (305) 284-6789

Required Documents:

For Check requests- attach the following list of items to the request in Workday

For PO Invoices- attach the following list of items as one pdf to the invoice submission form in Quicklinks in Workday

- 1) This form
- 2) invoice and other supporting documents
- 3) Banking instructions from the Payee
- 4) Currency conversion to U.S. dollars if the invoice is in a foreign currency.
Use <https://www.oanda.com/currency/converter/>

Date of Request: _____

From: _____

Phone: _____

Dept: _____

E-mail: _____

RE: _____

Transfer to be done on (indicate date): _____

Workday PO Number and/or IV Number: _____

Please wire the funds indicated in the space below:

BANKING INFORMATION: Note (U.S. or Foreign)

Name of Receiving Bank: _____

City, & State (Country if not USA) _____

ABA # or S.W.I.F.T. # or BIC # _____

Name of Beneficiary _____

Bank Account Number/IBAN Number _____

Reference information for _____

Beneficiary

Currency (specify) US Dollars Foreign (please specify) _____

Amount _____