



Subject:	Wire Transfer Procedure
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Department Name:	Accounts Payable
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Supersedes:	N/A
Effective Date:	January 23, 2010
Revisions:	N/A

EFT is the standard electronic payment method on campus. However there are times when a wire transfer is necessary. The University disburses all funds in U.S. dollars.

Wire transfer request forms can be downloaded on the Accounts Payable Forms website. The wire transfer forms should be submitted with the invoice and/or requisition. A request for payment must be made sufficiently in advance of the date payment is due to allow time for processing and payment per terms of the agreement with the vendor.

Wire transfers may take up to 3 days to process depending on the complexity of the wire and the availability of staff to input and approve the wire transfer.

Designated wire processors* have been authorized to input and/or approve wire transfers. Two designated staff are required to process a wire transfer in the Wells Fargo CEO system, one to input the wire and one to approve the wire. Generally, the first designated processor on the list will input the wire and the second designee will approve the wire. If the first designee on the list is unavailable, the others on the list will input/approve the wire as available and in the order listed.

Upon completion of the payment process in Oracle, Accounts Payable will email the designated group of wire processors:

- Kimberlee Reilly*
- Leslie Chase*
- Lorretta Leavitt*
- Scott Burns*
- Levonne Chen**

The email will include a pdf document of the outgoing wire transfer request form, a copy of the invoice, and any other information that may be relevant to the wire transfer.

The wire transfer information is input into the Wells Fargo CEO system. After the wire has been entered by the first designee, an email is sent to other designees for review and approval.

After the wire has been processed, a confirmation email is sent by Wells Fargo to SDSU. This email is then forwarded by the designee who input the wire to Accounting Services and Accounts Payable staff.

Wire transfers of \$15,000 or above require a second signature. A designated staff member in Student Account Services ** will ensure that a second signature is obtained by an authorized check signer.