



UNIVERSITY OF KENTUCKY
Disbursement Request

DR Number: _____
 Date: _____
 SAP Document No.: _____

Payee Information		Departmental Information	
Payee Name:		Dept. Name:	
Address 1:		Contact Person:	
Address 2:		Address 1:	
Address 3:		Address 2:	
City/State/Zip:		Address 3:	Speed Sort:
		Email:	

Bank Transfer Request

If this is a request for disbursement by bank transfer please check here _____ and complete Page 2.

Note: Bank fees for wire transfers will be charged to the originating department.

Description for Disbursement

Total Disbursement Amount

Accounting Information

G/L Acct.	Amount	Assign. No.	Cost Center	Internal Order	WBS Element	Fund	Earmarked Funds	Item

AUTHORIZATION FOR PAYMENT

I hereby certify that this Disbursement Request documentation and attachments are valid and in compliance with University of Kentucky policies and regulations.

Authorizing Official: _____ Date _____

Approving Official: _____ Date _____

Accounts Payable: _____ Date _____



Type of Bank Transfer Request		Currency Information	
<input type="checkbox"/> ACH	Wire - check appropriate box below	<input type="checkbox"/> U. S.	Currency Type:
	<input type="checkbox"/> Domestic <input type="checkbox"/> International	<input type="checkbox"/> Foreign	

Purpose of Transfer

Pay to Beneficiary, Beneficiary Bank and ICF Bank Information (if applicable)			
Beneficiary Name		Phone	
Address			
City	State	Country	
Beneficiary Bank Name			
Address			
Country	ABA Number		
Account #/IBAN	Swift Number		
Other International Instructions			
ICF Bank Name			
Address	ABA Number		
Account #/IBAN	Swift Number		
Account Name			

Cost Object to be Assessed for the Bank's Wire Fee

For Treasury Use Only			
Bank Account Name		Account Number	
Entered by		Approved by	
Transaction ID		Clearing Ref #	
Date Completed			

Instructions for Bank Transfer Request
<p>Type of Bank Transfer Request - Check one.</p> <p>Purpose of Transfer - Describe the purpose of the transfer. If the beneficiary has requested information be included with the payment, such as invoice number, contact person or program name, include here. This information will be entered as part of the description in the banking system to provide information to the beneficiary on the purpose of the payment.</p> <p>Currency Information - If this is an international wire, enter the currency information.</p> <p>Pay to Beneficiary, Beneficiary Bank and ICF Bank Information -</p> <ol style="list-style-type: none"> 1. Verify the Beneficiary Name is exactly as named on the account or the wire may fail. 2. ABA Number - For domestic wires, you must include the beneficiary bank's 9-digit ABA number. For international wires, include the SWIFT/BIC code. 3. Account #/IBAN - Indicate the beneficiary bank account number. Indicate the 22-digit IBAN for international wires if available. 4. ICF - Intermediary/Correspondent Bank/Further Credit to - use only if applicable. Otherwise, leave blank. <p>Cost Object to be Assessed for the Bank's Wire Fee - Insert the cost object to be charged for the Wire Transfer Fees</p>