



Wire Transfer Request

Initiator: _____ Date: _____

District: _____

Wire transfer information and authorization:

Board approval authorizing the wire transfer payments is attached.

The board item should include the reason for the wire transfer payment, frequency of the wire transfer, and an amount not to exceed.

Reason for wire transfer: _____

Total dollar amount: \$ _____

Funding line: _____

Wire transfer instructions are attached.

Date wire should be received by the financial institution: _____
Date

The original invoice that has been reviewed and approved by personnel authorized to approve commercial warrants is attached.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____