Domestic Wire Transfer

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

For use by UD employees in processing domestic wire transfers

FOAPAL RELATED CHANGES

Domestic Wire Transfer Functions	FOAPAL Change
1. Index code/Account	Input for FOAPAL strings

BASIC FORM CHANGES

The Domestic Wire Transfer form has undergone substantial changes coincident with the Chart of Accounts changes at UD. Figures 1 and 2 (below and on the next page) show the cosmetic changes between the two forms.

☐ DOMESTIC WIRE TRANSFER (Federal Funds) DOMESTIC ELECTRONIC PAYMENT REQUEST FORM

☐ DOMESTIC ACH PAYMENT

TO: UNIVERSITY OF DAYTON
TREASURER'S OFFICE
DAYTON, OHIO 45469-1640

NAME OF VENDOR PAYABLE TO:	DELIVERY DATE:	RETURN FORM TO:
MAILING ADDRESS:	Please review the policies/requirements on the website	ADDRESS:
CITY, STATE, ZIP CODE	Must be received in Treasurer's Office, St. Mary's 301,	+4 ZIP:
TELEPHONE / FEDERAL I.D. NO./SOCIAL SECURITY NO.	(+1640) at least three (3) business days prior to payment date.	
DELIVER TO: DEPT. / BLDG/ROOM NO. / ZIP+4	DOCUMENTATION ATTACHMENT(S) ☐ FORM ☐ LETTER ☐ INVOICE ☐ RECEIPT	

ITEM	QUANTITY	DESCRIPTION OF ITEM / PURPOSE OF DOMESTIC WIRE TRANSFER	ITEM PRICE	SUBTOTAL
1				$0.00
2				$0.00
3				$0.00
4				$0.00

Name of Bank:
Address of Bank:
9 Digit Routing/Transit/ABA#:
Depositor Account Title:
Depositor Account Number:
Type of Account (Checking, Savings, Etc.):
Reference:

TOTAL $0.00

NOTES:

SIGNATURE OF INITIATOR | ZIP +4 | PHONE EXT. | DATE

CONCURRENCE(S)

SUPERVISOR(S) | DATE

DATE

INDEX CODE/ACCOUNT	AMOUNT
TOTAL AMT	$0.00

FORWARD TWO COPIES TO TREASURER'S OFFICE, ST. MARYS 301, (+1640). DEPARTMENT RETAINS ONE COPY.

Figure 1: Domestic Wire Transfer form (old)

Domestic Wire Transfer

FOAPAL

University of Dayton

Request for Domestic Wire Transfer

Date Received: _____

Department Name:		Department Contact:	
Department Zip:		Contact Phone:	
Payee (Beneficiary) Name & Address:			
Bank Name		ABA Number	
Beneficiary Bank Account Name (must match Payee name above and tax form)		Bank Account Number	
Payment Support including Purpose: (Attach original invoice, vendor's independent confirmation of bank account information, Form W-9)			
Transfer Amount:		Currency:	USD

Department FOAPAL String:

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT

Signature Approvals (Additional signatures required if payment is above signature thresholds)

Requestor Signature	Print Requestor Name	Date
Department Head/Budget Manager Signature	Print Department Head/Budget Manager Name	Date
Dean/Vice President Signature	Print Dean/Vice President Name	Date
VPFAS Signature	Print VPFAS Name	Date

RETURN FORM TO:
Treasury, Tax & Investments, 300 College Park, St. Mary's Room 405, Dayton, OH 45469-1665

Figure 2: Domestic Wire Transfer form (new)

INDEX CODE/ACCOUNT AND FOAPAL STRING INPUT

Users should note when using the new form that there are no longer "Index Code/ Account" input fields. See the red-outlined area in Figure 1, magnified below in Figure 3.

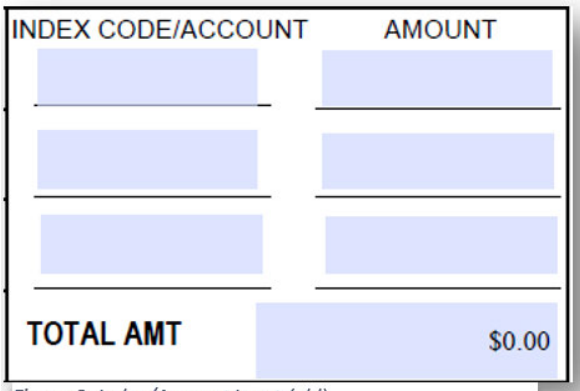

Figure 3: Index/Account Input (old)

Instead, the new form (see Figure 2) contains input fields for two full entries of FOAPAL strings. See Figure 4 for a close-up look at the FOAPAL input fields.

Department FOAPAL String:

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT

Figure 4: FOAPAL Input (new)

For questions please contact the Treasurer's Office at 937-229-2890.