



Domestic Wire Payment Process

Wire details must be provided with every invoice submitted to Accounts Payable for a wire payment. AP does not archive this payment instruction. They must be submitted with each invoice.

Required Information:

1. Beneficiary name (payee): _____
2. Beneficiary bank account number: _____
3. Bank name and ABA routing number: _____
4. Dollar (USD) amount of the wire: _____

Domestic wires should be infrequent and by exception only. If absolutely necessary to pay a domestic supplier by wire, add a justification in the BearBuy comments. The following banking information also should be included on the BearBuy Payment Request Form: Invoice, Travel Expense Voucher, Advance Request, or other payment request document prior to submitting to Accounts Payable.

For more information on wire transfer, please visit: <https://supplychain.ucsf.edu/requesting-wire-transfer-payment>.