**Information Regarding Wire Processing**

1. **Department Submission**
	* The requesting department submits a wire voucher to Accounts Payable (AP).
	* The voucher must specify the payment method as **“wire”** and include the **vendor’s wire transfer information**.
	* Voucher amount should be $0 if the payments are wired in foreign currencies.
2. **Voucher Review by Accounts Payable**
	* AP reviews the submitted voucher for accuracy and completeness.
3. **Vendor Verification (if applicable)**
	* The AP Auditor contacts the vendor directly to verify the wire information if:
		1. the vendor has **not been paid via wire in the past 12 months.** or
		2. the vendor **changes the wire instruction**.
	* In some cases, the verification can take longer depending on the vendor availabilities.
	* The **department business contact is copied** on the verification email for awareness and transparency.
4. **Submission to Treasury**
	* Upon verification, the **AP Manager submits the wire voucher information to Treasury** for payment processing.
5. **Wire Payment Processing**
	* **Treasury processes** the wire transfer as per the submitted details.
6. **Wire Confirmation Update**
	* **Treasury updates** the wire confirmation information on the **shared Team drive** accessible to relevant stakeholders.
7. **Voucher Record Update**
	* The **AP Manager records** the finalized wire payment information to the **corresponding voucher** for reconciliation and audit purposes.

**Note: Wire payments will be approved for foreign vendors. For domestic vendors, ACH payments will be issued.**