Wire Check list and Procedure

In order to process a wire, the below details and documents are needed. The wire will not be processed if any of the below requests are missing.

____ The wire form needs to be filled out entirely by the department who is requesting payment, not the vendor.

____ A PO # needs to be created in order to post the wire in the system. Once the PO# is generated, please write it on the wire form as a reference.

____ A copy of the invoice needs to be included with the wire.

____ A copy of the vendors banking instructions is needed. This information needs to come from the vendor.

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For Advance International Payments under funds beginning with 31 thru 34 - Please have the International Wire Transfer form approved by Research Finance before sending to Accounts Payable.
Research Finance
suzanne.locke@einstein.yu.edu ____________________________ nuzhat.saleem@einstein.yu.edu

For all other Advance International Payments - Please have the International Wire Transfer form approved by Burt Blass or Karen Rosenthal before sending to Accounts Payable.
burt.blass@einstein.yu.edu ____________________________ karen.rosenthal@einstein.yu.edu

__________________________________________________________

Once all documents are collected and finalized, please forward to Accounts Payable.
hmartine@yu.edu
Lorena.ortiz@einstein.yu.edu

Please allow an additional week to process for the initial vendor set up.

IMPORTANT INFORMATION:
PAYMENTS ARE RELEASED ACCORDING TO VENDOR PAYMENT TERMS DETERMINED BY THE PURCHASING DEPARTMENT