

## Wire Transfers

### Wire Transfers Overview

UNT System cannot issue checks in currency other than US Dollars. Foreign vendors may require payment in their own currency. In these cases, attempt to purchase items with the department purchasing card or with a Buyer's purchasing card. When the vendor does not accept purchasing cards and/or US dollars, the only option available is a wire transfer.

Wire transfers are not functionally processed by Procurement Services, but between banking institutions. Each transaction is reviewed and must be approved by the UNT System Treasury before processing. Departments are responsible for obtaining complete wiring information from the vendor using the instructions on page 2 of the **Special Handling Form**. Withholding may affect processing; see **Foreign Vendors** for additional information.

Each requisition should contain :

- Documentation on the requisition bid tab, following **Bid Requirements**, if value exceeds informal bid limits (\$5,000.01).  
**Note:** If historical value exceeded \$25,000, contact **Procurement Services** for formal bid instructions, or bid exception documentation such as **Contract Pricing**.
- Electronically attached screen print of a **currency conversion** website showing the estimated US Dollar equivalent used for the encumbrance amount.  
**Note:** The department may be charged wire fees in addition to current market rates when the wire transaction is complete. The final amount charged to the department will generally not match the encumbrance amount.
- Electronically attached **Special Handling Form** with required information for wire payments. Blank lines are not accepted on wire transfer information. If not applicable, the block must state "Not Applicable."
- Electronically attached invoice from the vendor showing the payment amount in their own currency. Departments may be asked to get confirmation from the vendor if the invoice does not specify payment methods.
- Electronically attached vendor invoice if payment methods are not specified.
- Explanation for using this vendor and the availability of other possible vendors.

Departments can Ad Hoc to the UNT System Tax Accountant for approval. The coordinator should insert Ad Hoc after DeptID/ProjID approval. If approval was gained prior to submitting the requisition, the approval email and tax instructions must be attached.