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### **Electronic Funds Transfers (Wire/ACH)**

#### **INCOMING WIRE/ACH**

University units expecting to receive funds via wire or ACH (Automated Clearing House) should inform the Bursar's Office by completing the **Electronic Funds Transfer Deposit Transmittal** form. The Bursar's Office cannot properly record these funds until University units provide deposit transmittal information.

Please complete all information requested on the Electronic Funds Transfer Deposit Transmittal and fax the completed form to 706-583-0832.

#### **OUTGOING WIRES**

University units needing to wire funds from the University to vendors and other payees should complete the purchase and check request form and attach any required documentation as if a check were to be prepared for payment. In the body of the check request, please include proper wiring instructions: the bank name, bank address, bank routing #, bank account # and name of the account to be credited. If you are wiring funds in a foreign currency, you will need to specify the currency to be used. The Accounts Payable department will obtain an exchange rate at the time the request for the wire is processed. Further questions regarding outgoing wires should be directed to the Accounts Payable department (706-542-2786).

Please note the University does not transfer funds via Western Union.