### Wire Transfers

### Wire Transfers (5.08.04)

**PURPOSE**

The purpose of this policy is to establish guidelines for processing wire transfers.

**POLICY**

General Accounting is responsible for processing both incoming and outgoing wire transfers. All outgoing wires must be approved and released by the Assistant Director for General Accounting and Accounts Payable or the Associate Vice President for Business and Finance.

**REFERENCES**

5.07.04 Payment Timeliness, Discounts, and Advances Wire Transfer Request Form  
5.08.10 Cash Management and Investments