To: Chief Business Officers

From: David Beaver, Assistant Vice President

Date: December 1, 2017

Re: Requests for invoices to be paid via wire

PCPS continues to see an increase in processing payments via wire transfer. A wire transfer should be the payment method only when absolutely necessary, as that type of payment increases the university’s risk of fraudulent transactions, results in higher bank fees, and once processed, funds cannot be retrieved as can be with a check “stop payment”.

To mitigate the risks referenced above, the following will be required for any wire transfer request and must be attached to the requisition in Mountaineer Marketplace:

- An invoice from the vendor with the banking information printed clearly
- A completed WVU/WVURC wire form (domestic or international)
- And a letter from the vendor’s bank (on bank letterhead) listing the account information, typed name, title, contact information and signature of the bank representative

Simply attaching a completed wire form to the requisition in Mountaineer Marketplace will not be acceptable.

Please note: the WVU/WVURC domestic or international wire form will be used regardless of the bank account funding the payment. These forms can be found at: https://procurement.wvu.edu/payment-services

As a reminder, all wire payments must be approved in writing by either Rachel Hays or myself. If you have any questions or concerns, please email Rachel at Rachel.hays@mail.wvu.edu.

Cc: Rachel Hays
David Koss low
Cathy Sampey-Barber