



# CURTIS E. MEIER, JR.

## WYOMING STATE TREASURER

DAWN A. WILLIAMS, DEPUTY STATE TREASURER

### Wire Transfer General Guidelines

- All wire transfer activity shall be the responsibility of the Treasurer's Office. However, vendor management is handled by the State Auditor's Office.
- The Financial Accounting division with the State Treasurer's Office shall be responsible for the review of wire requests in order to assure compliance and completeness.
- All wire transfers require a complete Wire Transfer Request Form no matter how often they occur. Requesting agencies are responsible for submitting the form and other required information, if applicable, to STO.
- When a wire transfer is executed, the fee associated with the wire transfer, if any, shall be borne by the vendor or agency requesting the wire transfer. STO **will not** pay the fee.
- Once a wire transfer request is completed by the Financial Accounting division, the requesting agency cannot cancel or modify the wire transfer request.

### Wire Transfer Procedures

1. Requesting agencies shall complete the Wire Transfer Request Form (see attachment "A"), attach supporting documentation, and submit to STO for approval and recording.
2. Wire Transfer Request forms must include supporting documentation detailing the goods or service purchased, the cost of the goods or services, and the date of the purchase.
3. Upon receipt of the Wire Transfer Form, STO shall verify request for compliance, availability of funds, and completeness. The documentation shall be promptly reviewed, approved for disbursement, and submitted to the financial accounting staff for release of funds.
4. The Treasurer's Office must have a complete and properly approved Wire Transfer Request form before initiating a wire. Request received by 1:00PM can be processed same day.
5. Requesting agency will create a GAX document made payable to Wells Fargo to move funds from agency to wire account. If this is a **foreign** wire please indicate to ensure funds are deposited correctly. This must be completed in advance.
6. Upon issuance of the warrant, the STO will deposit funds into the wire account as indicated, to include foreign wires in advance of the wire being sent.
7. After the Wire has been completed, the financial accounting division will notify requestor and provide confirmation number.
8. If any, processing fees shall be allocated to the requesting agency under the proper expenditure line item.

***For questions please reach out by emailing your questions to the following Gmail account***  
[stowfbwires@wyo.gov](mailto:stowfbwires@wyo.gov)



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**Wire Transfer Request Form**

Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Requested Transfer Date: \_\_\_\_\_

**RECEIVING BANK:**

Bank and Branch Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Routing Number: \_\_\_\_\_

**BENEFICIARY INFORMATION:**

Name on Account: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

**ORIGINATOR TO BENEFICIARY INFORMATION / OTHER INSTRUCTIONS:**


**Authorization:**

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name (Department Head)

**Financial Services Authorization:**

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name

**Treasurer's Office:**

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Processed By: \_\_\_\_\_ Date and Time \_\_\_\_\_ Confirmation No. \_\_\_\_\_ Signature \_\_\_\_\_