

11/30/2022

International Wire Transfer Process

Wire Request Submission

All wire request submissions must be fully approved (Senior level or above per the Delegation of Authority document) and sent to wiretransfer@water.org by a **Regional Accountant**.

The request must include the following:

1. All applicable documents listed on the "Wire Transfer Checklist"
2. Project/Fund list totaling the amount requested (if the list total doesn't match the wire amount, it will be sent back)
3. Completed Wire Template Form (only approved Wire Template form(s) will be processed):
 - o Name of Organization
 - o Organization address, City and Country
 - o Amount requested
 - o Currency to be sent
 - o Bank information
 - Bank Name
 - Account Name
 - Account Number
 - Swift Code
 - Any other required country specific information
 - o Corresponding bank information (if applicable)
4. SharePoint link to Partner/Contractor Agreement
5. Invoice copy (if applicable)

Wire requests are considered in good form and eligible for processing when all the information has been received in one pdf document. Failure to do so, will result in the wire being rejected back to the regional accountant.

Completed wire transfers requests, in good form, are to be submitted to wiretransfer@water.org by end of day on the 10th or 25th of the month for processing within the next 2 business days.

Wire Template Set Up

If a wire request is for payment to a new beneficiary, a template will be set up in the bank by the assigned Accountant using the information provided in the wire request documentation outlined above. Once the template is completed it will be reviewed by the appropriate designated individual (see below) for review and approval or rejection.

Wire Transfer Processing

Regional accountants will accept wire requests, verify the accuracy of the information and submit to wiretransfer@water.org no later than the 10th and 25th of the month for processing within 2 business days. Once the wire has been initiated it will be sent to the designated individuals (see below) for verification and approval in the banking system.

Once a payment is entered into the bank, the Accountant will generate a copy of the payment verification that will then be uploaded into the Wire Transfers SharePoint Site:
Wire Transfers > (current fiscal year) > (current month)

Post Processing

After wire transfers have been approved in the bank, the Accountant will complete the following tasks:

- Set up new vendor (if applicable) in Financial Edge
- Enter new invoice with proper coding
- Attached the wire transfer confirmation and documentation to the invoice

Once this has been completed the Accountant reconciling the bank will complete the “payment process” in Financial Edge so the invoice will be shown as paid.

Designated Individuals

Corporate Accountant – Katie Shaw

Senior Corporate Accountant – Patrice Cavlovich

Finance Director – Natalie Jordan

Alternate Wire Initiator – Tara Rowe

Alternate Approvers – Lisa Gillam & Andrea Stephens