



WIRE TRANSFER REQUEST GUIDELINES

POLICY

The Archdiocese of Miami Finance Office provides guidelines for transactions between requesting parties and the Accounts Payable Office to support timely, accurate, secure and efficient services.

PROCEDURE

For timely and efficient processing of Wire Transfers:

1. A Wire Transfer and Withdrawal request form (Form #FIN-21) must be completed for each wire transfer request. All documentation related to the transaction must accompany the request.
2. ALL wire transfer requests are to be submitted in writing to accounts payable in the Finance Office via interoffice mail, or email.
3. Invoices and/or other supporting documentation must be submitted with Wire Transfer and Withdrawal request form (Form #FIN-21) for request to be reviewed. If requesting funds without an invoice please provide request on parish, ADOM or entity letterhead.
4. All documentation must be signed and dated by the person authorized to request the wire transfer. The documentation must include account description and number where wire transfer is be charged.
5. Visual confirmation (in person or by video) is required. A call will be made by the ADOM Finance office to the authorized person to do the visual confirmation (by Facetime, SKYPE, Teams or equivalent).
6. All wire transfer requests will have a minimum 24-hour hold. In that time period all documentation will be reviewed, the confirmation video call (or in-person) will be made, and the request and accompanying documentation will be submitted for review by COO or the CFO.
7. Any requests for exceptions to the guidelines above must be approved by the COO and/or CFO.

Initial: September 15, 2022
Current: September 15, 2022