



ACH REQUEST

Amount of Transfer: [] Type of Currency: [USD]

Supplier Number: [] Supplier Site: []

Bank Name: []

City: [] State/Country: []

ABA # (Domestic): [] FOR ACH TRANSFER ONLY

Account Holder Name: []

Bank Account #: []

Instructions to be included on ACH: []

G/L Account to Charge [] Amount: [0.00]

G/L Acct for Bank Fee: [] Amount: [FEE]

Transfer Requested by: [] Dept: []

Authorized Signature: [] Date: []

Note: Authorization limits same as Expenditure Authorization Sheet..



For Finance Department Use Only: Finance Dept. Approval: [] Date: [] Executed by: [] Date: []

For Finance/AP Use Only: Foreign Amt. : [] Exchange Rate: [] Bank Fees: [] Total: []