



### **Electronic ACH/Wire Request Form - Vendor Payments**

Complete this form for vendors who make payment electronically by ACH or wire. When the funds are received, Bank Reconciliation will notify you for payments received that were not invoiced.

For Workday invoiced items, also complete the section, Workday Invoice Information, with invoice details. Bank Reconciliation will notify the Office of Financial Services when payment is received to apply payments in Workday.

<b>University Contact Information</b>	
Department Name:	
Contact Name:	
OSU Telephone #:	
OSU Email:	
Fiscal Contact (if different from above)	
Date:	

<b>Vendor Payment Information</b>	
Vendor Name:	
Payment Type (ACH or wire):	
Expected Payment Date:	
Expected Payment Amount (include decimal):	
Frequency (one-time, monthly, quarterly):	

<b>Workday Invoice Information</b>	
Invoice Date:	
Invoice Amount:	
Invoice Number:	
Invoice Date:	
Invoice Amount:	
Invoice Number:	