

INCOMING WIRE MEMORANDUM
CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION
(562) 985-5114

Date: _____

Dept. Ref.# (Reserved for Dept. Use) _____

TO: Accounting Analyst

FROM: _____

Contact Person

Department/College/Division

Phone Number

SUBJECT: Incoming Wire

This memorandum is to inform you of an incoming wire to be received by the Foundation's General bank account at Bank of the West.

AMOUNT TO WIRE: _____

(If foreign currency, estimate amount in US dollars.)

ANTICIPATED DATE OF RECEIPT: _____

PROJECT # TO BE CREDITED (8 digits): _____

G/L LINE ITEM # TO BE CREDITED (6 digits): _____

(Last Two Digits Reserved for Dept. Use)

ADDITIONAL INFORMATION:

You will receive notification of receipt via a copy of the journal entry to record the wire.

INSTRUCTIONS
INCOMING WIRE MEMORANDUM
CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION
(562) 985-5114

This memorandum is used by projects to inform the Foundation that a wire transfer is expected. This expedites identification of wire transfers to the bank.

As soon as arrangements for a wire transfer are made, this memorandum should be sent to the Foundation to the Accounting Analyst attention. The fax number is (562) 985-5114. You may fax a copy prior to mailing to (562) 985-7951.

DATE - Enter the date the form is filled out.

DEPT. REF. # - This number is supplied by the project for reference on monthly reports. The Foundation will key in this number when processing the wire. Use of this reference number is optional. The number will appear on the transaction's reference line on the monthly report and will simplify reconciliations.

CONTACT PERSON - Print the name of the person who should be called if there are any questions.

DEPARTMENT/COLLEGE/DIVISION - The name of the department, college, or division that the contact person is associated with.

PHONE NUMBER - Enter the phone number where the contact person can be reached.

AMOUNT OF WIRE - Enter the amount of the wire in US dollars. To estimate the amount, call a bank to determine the exchange rate. Foreign currency will be converted at the exchange rate on the date of receipt of the funds from the bank.

ANTICIPATED DATE OF RECEIPT - Enter the month, day, and year the wire is expected.

PROJECT # TO BE CREDITED - Provide the project number to which funds should be credited.

G/L LINE ITEM # TO BE CREDITED - Provide the General Ledger Line Item Number being credited within the project (see Chart of Accounts - call the number above to request a copy). The last two digits of the G/L Line Item Number are designated by the Foundation as zeros; however, the Project may make arrangements with the Foundation to use these numbers to define monies for tracking purposes.

ADDITIONAL INFORMATION - Supplementary information which would help identify the wire or track wires not received when expected. This information may include the country the wire is coming from, bank routing numbers, names of contacts, etc.