



### NEXTGEN ELECTRONIC TRANSFER PAYMENT REQUEST FORM

Transfer Type :  Amount :  Currency:

Supplier Number :  Site No :

Supplier Name :

PO Number :  PO Line number :

For multiple PO line charges or multiple GL expense distribution, check the box and complete section 1 or section 2 on page 2.

**Review and answer the following question(s) before proceeding with banking information:**

1) Is banking information new or has it changed since the last payment to this supplier? Yes No

2) If **Yes**, verbal confirmation of the new or updated banking information is required.  
Did you **verbally** confirm the new or updated banking information? Yes No

**Note: If this section is not completed, the payment request will be rejected.**

Bank Name :

Bank City :  Bank State or Country :

Bank ABA Number :  Swift # (International) :

Bank Account name :

Bank Account or IBAN # :

Transfer Instructions or Description :

G/L Account to Charge :  Amount :

Requested By Name (Print):  Dept :  Date :

Requested By Signature :

Business Owner Name :  Dept :

For non-PO requests only. Identify the individual most familiar with the goods/ services. He/She will be responsible for approving in Oracle Cloud.

**For Finance Department Use Only :**

**For Finance Department / AP Use Only :**

Executed by : \_\_\_\_\_ Date : \_\_\_\_\_

Foreign Amount : \_\_\_\_\_

Finance Dept. Approval : \_\_\_\_\_ Date : \_\_\_\_\_

Exchange Rate : \_\_\_\_\_

Bank Fees : \_\_\_\_\_

Total USD : \_\_\_\_\_

