University of Pittsburgh department receipts are processed via cash, money orders, checks, credit cards, e-checks, wires, and electronic fund transfers. In most instances, if revenue is received via cash, money orders, checks, credit cards, or e-checks, the department is responsible for preparing a Cash Report.

In the event the University is advised by the bank of a non-research and/or non-endowment payment via wire or electronic funds transfer, General Accounting is responsible for preparing the entry to record the receipt of cash and credit the appropriate departmental account. Many of the departments already have a procedure in place to notify us of the account to be credited for anticipated receipts. However, often the bank advises us of an incoming wire or electronic funds transfer for which we have no information to aid us in identifying the department for which the funds were intended.

In order to ensure the timely and proper reporting of revenue, all departments are required to notify General Accounting of any anticipated non-research or non-endowment payments. Notification should not be made via phone. Complete the attached Wire Instruction Request Form with the following information and e-mail it to Emily Gavin at egavin@cfo.pitt.edu, Shannon Paupa at spaupa@cfo.pitt.edu and General Accounting GArequests@cfo.pitt.edu.

- Name of Sending Institution/Individual
- Address of Sending Institution/Individual
- Phone Number of Sending Institution/Individual
- Name of Originating Bank
- Amount of Transfer (in U.S. dollars)
- Expected Date of Transfer
- Invoice Number(s)
- Reason for Transfer
- PRISM Account Number(s) including Subcode
- University of Pittsburgh Department Receiving Funds
- University of Pittsburgh Department Contact Name
- University of Pittsburgh Department Contact Phone and Fax Number
- University of Pittsburgh Department Contact E-mail Address
- Advise if a copy of the bank EFT is required

Request that the customer include the Department Name and Invoice Number in the payment information. Unless your department already has an acceptable (approved by General Accounting) invoice numbering format in place, the following 15-character format is required:

- First five characters must represent the department
- Sixth character hyphen (-) or a blank space
- 7 – 15 – additional invoice numbering to be used at your discretion

XXXXX XXXXXXXXXXXX

Be certain not to use the date as an Invoice Number as the Commonwealth of PA cannot accommodate this format.

Attachment: Wire Instructions Request Form
University of Pittsburgh Wire Instructions Request Form

Date: ______________________________

Name of Sending Institution/ Individual: ______________________________

Address: ____________________________________________________________
___________________________________________________________

Phone: ______________________________
E-mail: ______________________________

Name of Originating Bank: ______________________________

Amount of Transfer: ______________________________

Expected Date of Transfer: ______________________________

Invoice Number: ______________________________

Reason for Transfer: __________________________________________________

________________________________________________

PRISM Account Number (including subcode): ______________________________

University of Pittsburgh Department receiving funds: _____________________________

University of Pittsburgh Department Contact

Name: ______________________________

Phone: ______________________________ Fax: ______________________________
E-mail: ______________________________

_____ Check here if you would like the General Accounting Department to send an e-mail confirmation once the wire is received.

E-mail the completed form to Emily Gavin at egavin@cfo.pitt.edu, Shannon Paupa at spaupa@cfo.pitt.edu and General Accounting at GArequests@cfo.pitt.edu or via our website at http://cfo.pitt.edu/ga/requests-inquiries.html.