Funds transferred internationally from your Campus Organization account are sent via a wire transfer. The COA Wire Transfer is a request the Campus Organization Office has created in Workday to request these types of transactions. Before you begin, please have the following information ready:

- The amount to send in the recipient’s currency
- A screenshot/printout of the exchange rate between the recipient’s currency and USD from OANDA. This will be added as an attachment to the request.
- The Name and Address of the recipient’s bank
- Swift Code or IBAN
- FRCA Code
- The Name on the Account
- The Address of the account holder

**Initiating the Request**

1. Log to Workday
2. Access Create Request through either the Requests application icon on the Global Navigation menu (red arrow below), or by searching for the task “create request” in the search bar.

3. Select COA P-Card Limit Increase in the list of requests, or type “limit increase” in the Request Type box.

4. Please fill in the request prompts as described below and submit

**Describe the Request:** Please add a short description of what should be wired and why.

**Organization Name:** Write in your own full organization name (no abbreviations please!)

**Organization Program Worktag:** Write in your organization Program Worktag (in format PGXXXXXX)

**Purpose of Wire Transfer:** Describe the reason your organization’s funds need to be transferred

**Requested Amount to Transfer:** Enter the amount in foreign currency that needs to be paid, not USD

- Examples: 1500 CAD, 500 EUR, 732 UGX

**Type of Wire Transfer:** Select “International Payment”

- When selecting “International Payment,” write in the following information about the recipient’s bank:
  - Name and address of Bank
  - Account Number
  - Swift code or IBAN
  - FRCA Code
  - Name on Account
  - Address of account holder
  - Type of currency to send
  - Approximate total in USD
  - The name of the beneficiary who will receive the funds

**Campus Org Advisor to Approve the Request:** Write in the name of your organization advisor who should approve this Workday request.
Attachments
An international wire will require an attachment. Please visit oanda.com and create a currency conversion between the currency of the recipient and USD (if different). Please attach a screenshot of the currency conversion to the request.

For example, if you needed to send 300 Euros as payment, please enter “Euros” and “300” in the “Currency I Want” fields, and set “Currency I Have” to USD.

Approval Routing and Processing
Once submitted, the request routes through several approvals before the request is sent to be entered, processed, and the funds are sent.

1. The treasurer will fill out and submit the request in Workday
2. The COA Student Accountants will review the request for accuracy and completeness, as well as verify the status of your organization and that the Treasurer has completed the current school year’s Treasurer Training in Canvas, and that the organization account has sufficient funds to process the request.
3. The request will be sent to the organization advisor to review and approve the request.
4. The COA manager will review and approve the request. At that time the request will close, and the treasurer will receive Workday notification that the request is approved.
5. The transaction will be sent for data entry so it can be reviewed and completed. Please allow five business days for processing.

At any time, the treasurer may check on the status of the request, and view who has approved the request, and who has yet to approve the request. To see requests, use My Requests in the Requests application, or search My Requests in the search bar.

A list of every request you’ve made will populate. If you want to find more information about an in-progress request, first select the more actions orange button from within the first column (1). Then go to “Business Process” from the menu that appears (2). Then select the link “View Business Process Event History” (3).

You’ll then find what information you entered on the form (under Details), and who has approved or has yet to approve the request (under Process).