



INCOMING WIRE / ACH CLAIM FORM

Instructions:

- Complete this form when you are expecting an incoming wire/ACH payment
- **All fields must be completed**
- When form is complete, save for your records and send an email to financial_reporting@etal.uri.edu
- If you have any questions or need help locating a payment, contact Mary-Liz Grady mlgrady@uri.edu

Type of Payment: Domestic International

Expecting Payment Payment Already Received Approximate Receipt Date:

Chartfield for applying payment:

Vendor name & address:

Total Amount:

Invoice Number:

Additional Payment Information:

Department Contact Name:

Department Contact Email:

Department Contact Phone: