

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

INTERNATIONAL BANK ACCOUNT FUNDING REQUEST

Date of Request	<input style="width:90%;" type="text"/>	ARC Project Name	<input style="width:90%;" type="text"/>					
<b>Section 1: Sending Bank Information (ONLY REQUIRED IF DIFFERENT FROM CENTRAL ACCOUNTS)</b>								
Bank Name	<input style="width:95%;" type="text"/>		Account Currency <input style="width:40px;" type="text"/>					
Beneficiary Name on Account	<input style="width:95%;" type="text"/>							
Bank Account Number	<input style="width:95%;" type="text"/>							
<b>Section 2: Beneficiary (or Receiving) Bank Information</b>								
Bank Name	<input style="width:95%;" type="text"/>							
Beneficiary Name on Account	<input style="width:95%;" type="text"/>							
Bank Account Number	<input style="width:95%;" type="text"/>							
SWIFT/BIC code	<input style="width:95%;" type="text"/>							
IBAN/other banking codes, please specify	<input style="width:95%;" type="text"/>							
Bank Address (international)	<input style="width:95%;" type="text"/>							
<b>Section 3: Available Funding Calculation - Indicate Currency</b>								
Calculation Currency	<input style="width:60px;" type="text"/>	Approved forecasted net expenses (next 3 months - will self-calculate)						
Enter individual monthly amounts here, the total will be calculated on top.	Budgeted for Month 1	<input style="width:100px;" type="text"/>	_____					
	Budgeted for Month 2	<input style="width:100px;" type="text"/>						
	Budgeted for Month 3	<input style="width:100px;" type="text"/>						
	Available balances in all associated bank accounts (for the same project)	<input style="width:100px;" type="text"/>		( _____ )				
	Wires in transit	<input style="width:100px;" type="text"/>		( _____ )				
		Maximum funding amount (will self-calculate)						
		Maximum funding in USD (enter if above is in Foreign Currency)						
<b>Section 4: Amount of Funding Request (fill in ONE amount only)</b>								
<b>FUNDS TO BE SENT IN USD</b> Amount to be sent: <input style="width:150px;" type="text"/>		<b>FUNDS TO BE SENT IN FOREIGN CURRENCY</b> Wire Currency <input style="width:60px;" type="text"/> Provide USD equivalent OR foreign currency amount below --- ONE amount ONLY --- USD equivalent to be sent in foreign currency: <input style="width:150px;" type="text"/> OR Foreign currency amount to be sent: <input style="width:150px;" type="text"/>						
OR								
<b>Section 5: Chartstring* Information for Bank/Wire Fee Charge (Treasury will notify if applicable)</b>								
GL UNIT	ACCOUNT	DEPT	BUS UNIT	PROJECT	ACTIVITY	INITIATIVE	SEGMENT	SITE
	66120							
* Please make sure that you have a budget before the request is submitted								
<b>Section 6: Additional Information From the Department</b>								
_____ _____ _____ _____ _____ _____ _____ _____ _____								
<b>Section 7: Departmental Approval</b>								
By signing below, I certify that: I have validated the projected expenses against the APPROVED net budget/ forecast I have validated the bank account balance which includes balances of ALL bank accounts related to the country program There are <b>NO</b> un-reconciled expenses over 90 days, except the ones explained in Section 6  My department takes full responsibility for the amount of funding requested in this form and the accuracy of the supporting documentation provided.								
Name:	<input style="width:90%;" type="text"/>	Title:	<input style="width:90%;" type="text"/>					
Name:	<input style="width:90%;" type="text"/>	Title:	<input style="width:90%;" type="text"/>					
			<i>Authorized Signature(s)</i>					
<b>Section 8: Submission</b>								
Submit the completed form to <a href="mailto:cashteam@columbia.edu">cashteam@columbia.edu</a> with copies the following documents: Approved budget/forecast Latest bank statements of all associated bank accounts (e.g. USD and FX accounts of the same department/project) Latest bank reconciliation forms of all associated bank accounts								
Completed requests received prior to 10am EST will be processed the same day; all others may be processed the next business day.								