



September 12, 2018

To: Texas A&M AgriLife Business Administrators

Re: AgriLife Wire Transfer Requests

As state agencies, we are seeing an increased fraud potential with banking wire transfers. Banks are requiring increased information and security of this data is critical. Each of us are tasked with keeping any financial institution data secure. Effective immediately, the following reflects changes to the wire transfer procedures for the agencies.

1. All wire transfer information should be separated from the purchasing documents and submitted directly via Laserfiche. Documents should be saved in the file locations noted below in Laserfiche by Aggie buy Invoice Number.
  - a. WIP – Disbursements – TCE – Accounts Payable – Extension – A/P Wire Transfer Invoices
  - b. WIP – Disbursements – TAES – Accounts Payable – Research – A/P Wire Transfer Invoices
2. To help ensure the wire transfer is successful, obtain a copy of the wire transfer instructions from the beneficiary's financial institution and attach to the wire transfer request form. Do not assume the wire instructions will always be the same. On occasion routing information will change and may delay transfer. The agencies receive a notice once submitted from our financial institution, Wells Fargo. However, please note this notice does not mean the receiving entity has received. It is up to the receiving entity to confirm receipt with their financial institution.

Questions may be directed to Greg Chavarria, [greg.chavarria@ag.tamu.edu](mailto:greg.chavarria@ag.tamu.edu), or Tammy Bage, [tammy.bage@ag.tamu.edu](mailto:tammy.bage@ag.tamu.edu), in the Banking and Receivables Office.