

Same Day Wire Form

- Treasury requires a 24-hour notice for wires over \$1,000,000.
- Email completed form to STO-Wires@treasury.la.gov by NOON for the wire to be processed on the same day.

LaGov Document Number: _____

LaGov Vendor Number: _____

Vendor Name: _____

Vendor Address: _____

Bank Name: _____

Wiring Instructions:

Domestic Wire Bank Routing Number: _____

Domestic Wire Bank Account Number: _____

OR

International Wire International Bank Account Number (IBAN): _____

International Wire Swift ID **and** Bank Account Number: _____

Bank Address: _____

Payment Amount: _____

Reference Details (optional): _____

Prepared by: _____

Date: _____

Email: _____

Phone: _____

Approved by: _____

Date: _____

Email: _____

Phone: _____

Treasury Fiscal Use Only:

LaGov Document Approved: Yes No, contacted agency

LaGov Cash Checked: Yes No, contacted agency

Emailed DOA-OTS-LAGOV-OSUPNOTIFY@la.gov to clear LaGov Documents: Yes

Received Notification of Cleared Document: Yes

Fiscal: _____ Date: _____

Treasury Investments Use Only:

Investments has Sufficient Cash: Yes No, contacted agency

Investments Wired: Yes No, contacted agency

Wire Value Date: _____

Investments: _____ Date: _____