



To: RU Marketplace Users
Subject: Wire Payment Notification

Dear colleagues:

Last Friday, we sent a note to all RU Marketplace users regarding a change in process for wire payments. We are reaching out to you as well, as you are a business manager for your unit. Please make sure that this notification is forwarded to the appropriate people in your area.

Effective immediately, University Finance and Administration will issue wire transfer payments to international payees only. Domestic payees will be issued a wire payment on an exception basis. University Procurement Services will review domestic wire requests and will reserve the right to convert to a paper check payment. The requestor will be advised of any such changes via the "comment" section of the requisition.

If accelerated payment is required, in lieu of a wire request, please submit a Prepayment form in RU Marketplace. Accounts Payable will then expedite a paper check payment.

If you have any questions, please contact the University Procurement Services Help Desk via email at procure@finance.rutgers.edu.

Thank you for your cooperation.

Regards,

Nimish Patel, Associate Vice President, Procurement, and Chief Procurement Officer

