

**Electronic Funds Transfer Database Requisition**

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**LOYOLA  
UNIVERSITY  
CHICAGO**

*Preparing people to lead extraordinary lives*

Department \_\_\_\_\_

Initiate EFT Database (Insert Database Name) \_\_\_\_\_

***Please Note: to initiate a repetitive wire transfer an EFT Authorization form EFT03 should have been completed prior to first initiation.***

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Remarks-Intended Use of Database \_\_\_\_\_  
\_\_\_\_\_

Dollar Value of Credit Total \_\_\_\_\_

Dollar Value of Debit Total \_\_\_\_\_

Number of Items in Batch \_\_\_\_\_

Preparing Entry on General Ledger System (Check One)

- Automatic System Interface
- General Accounting Manually Prepares Entry to General Ledger

Charge General Ledger Account Number(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESIRED Transaction Date\*** \_\_\_\_\_

**Effective Date\*** \_\_\_\_\_

\*The desired transaction date is the date the batch will be transferred to bank. Please note: An ACH will take one day to arrive in Beneficiary Account.

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Requested By (print): \_\_\_\_\_ Date: \_\_\_\_\_

Requested By (sign): \_\_\_\_\_ Date: \_\_\_\_\_

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Initiation (For Use by LUC Treasurer's Office Only)

Initiated By: \_\_\_\_\_ Date: \_\_\_\_\_