



CITY OF HARTFORD  
OFFICE OF THE TREASURER

Adam M. Cloud  
CITY TREASURER

### Wire Request Authorization Form

Date: \_\_\_\_\_

Department requesting wire: \_\_\_\_\_

Employee requesting wire: \_\_\_\_\_

Amount to be wired: \_\_\_\_\_

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Reason for wire: \_\_\_\_\_

Vendor/Payee: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

Reviewed/Approved Pre Audit: \_\_\_\_\_  
(Yes/No)

Finance Director: \_\_\_\_\_

City Treasurer: \_\_\_\_\_

**WIRE INSTRUCTIONS:**  
(To be provided vendor/department)

Warrant Verified By: \_\_\_\_\_ Warrant Posted By: \_\_\_\_\_