

DISTRICT POLICY

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

723

**ELECTRONIC FUND TRANSFERS**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the electronic fund transfers of school district funds.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all state laws relating to electronic fund transfers and to guarantee that electronic fund transfers meet certain primary criteria.

**III. SCOPE**

This policy applies to all electronic fund transfers of the school district, regardless of the fund accounts in which they are maintained.

**IV. AUTHORITY; OBJECTIVES**

The electronic fund transfers of the school district shall be made in accordance with this policy, Minnesota Statutes § 471.35, subdivisions 3 and 3a, and any other applicable law or written administrative procedure.

**V. DELEGATION OF AUTHORITY**

- A. The School Board shall annually delegate the authority to make electronic fund transfers to a designated business administrator.
- B. The disbursing bank shall keep on file a certified copy of the delegation of authority.
- C. The initiator of the electronic transfer shall be identified.
- D. The initiator shall document the request and obtain an approval from the designated business administrator before initiating the transfer.
- E. A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check, or warrant required to support the transaction.
- F. A list of all transactions made by electronic fund transfers shall be submitted to the School Board at its next regular meeting after the transaction.

Legal References: Minnesota Statute §471.38, subdivisions 3 and 3a  
(Claims; electronic fund transfers, school district eligibility)

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