

ELECTRONIC FUND TRANSFER PAYMENTS

PURPOSE: This policy provides guidance on the utilization and processing of electronic payments.

The Board authorizes, where appropriate, the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors. The District will not impose a fee upon employees, families or vendors for use of EFT or ACH payments.

Prior to utilization of electronic payment options, the superintendent or designee will confirm with the county treasurer that the district may use electronic payments for vendor purchases. The district will maintain a separate bank account dedicated solely to EFT transactions.

The District will prepare electronic payments and record them in a format similar to warrants for the Board of ~~directors~~ Directors. Prior to submission to the Board of Directors, all electronic payments shall be reviewed by the District's auditing officer in accordance with the District's procedure for electronic payments. The Board shall review and approve all electronic payments through the same review process as documented in policies 6210-6216.

The District will develop and maintain procedures for electronic payments to safeguard district assets and to minimize fraud. The District will ensure that its procedures and practices are in line with guidelines published by the National Automated Clearinghouse Association (NACHA). Any requirements from the District's bank or county treasurer regarding file submission or formatting shall also be followed.

The District will implement this policy according to the accompanying procedures.

Washington State Schools Directors' Association (WSSDA) model Policy 6217 adopted with modifications.

Legal References:	RCW 28A.330.080	Payment of Claims
	RCW 28A.330.090	Auditing Committee and Expenditures
	RCW 42.24.080	Municipal Corporations and Political Subdivisions
	RCW 42.24.180	Taxing District

Cross References:	Policy 6210 – Purchasing Authorization and Control
	Policy 6212 – Procurement and Charge Cards
	Policy 6213 – Reimbursement for Travel Expenses
	Policy 6215 – Voucher Certification and Approval
	Policy 6216 – Reimbursement for Goods and Services – Warrants
	Policy 6500 – Risk Management

Adoption Date: xx/xx/2024

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