
From: Lena Young-Gallardo
Sent: Tuesday, March 1, 2022 4:28 PM
To: BSD-CBO List; BSD-FinMgrsMeet List
Cc: BSD-ExecutiveStaffList
Subject: Wire Transfer Instructions
Attachments: Bulletin - Wire Transfer Instructions.pdf; Request for Outgoing Wire Transfer.pdf

Good afternoon,

Over the past few weeks, District Financial Services has been asked by several districts for the wire transfer instructions. While the process has not changed, I thought it would be a good idea to send the instructions out again to all districts. Feel free to share this information with anyone who may need it.

Thanks,
Lena



Transforming lives through education

Lena Young-Gallardo, Director

District Financial Services

San Bernardino County Superintendent of Schools

760 E. Brier Drive, San Bernardino, CA 92408

P: 909.388.5701 | F: 909.388.5735

<http://www.sbcss.k12.ca.us>



DATE: March 1, 2022

TO: Chief Business Officials and Directors of Fiscal Services
San Bernardino County School Districts
(K-12, Community Colleges, ROP's, JPA's & COE)

SUBJECT: Wire Transfer Instructions

Considering the number of incoming and outgoing wire transfers processed by the County Treasurer on behalf of school districts, it is imperative that districts become familiar with the necessary wiring instructions and share those instructions with their respective financial institutions, in order to ensure funds are transferred as scheduled.

Outgoing Wire Transfer of Funds From the County Treasury:

Please process an accounts payable payment on a separate batch, allowing at least ten (10) business days before the date of the requested outgoing wire.

The attached form, *Request for Outgoing Wire Transfer*, must be included with the accounts payable prelist and other required documentation. As always, the warrant should be made payable to the San Bernardino County Treasurer. In addition, the County Treasurer must be notified 3-5 days prior to an outgoing wire transfer.

Section 1 of the *Request for Outgoing Wire Transfer* must be completed by the school district, signed by an authorized agent of the district, and must include the following information:

1. Name of receiving bank or financial institution
2. Account name
3. Account number
4. A.B.A. number
5. Physical address for beneficiary of wire
6. Amount to be wired out
7. Date of outgoing wire transfer

The form is attached and is also available on our forms website at:

<http://www.sbcss.k12.ca.us/index.php/business-services/district-financial-services/district-financial-services-forms>

Once the warrant is generated, District Financial Services will complete Section 2 of the *Request for Outgoing Wire Transfer* and deposit the warrant to San Bernardino County Auditor-Controller/Treasurer/Tax Collector, who will wire out the funds and send a confirmation back to DFS.

Please make sure to allow sufficient processing time when entering the payment, clearly marking the AP prelist as “RUSH – OUTGOING WIRE TRANSFER”.

Incoming Wire Transfer of Funds To the County Treasury:

The County Treasurer and District Financial Services must be notified in writing 3-5 days before the transaction occurs. The notification should include the amount, date to be received and fund in which to make the deposit. A copy should also be sent to Business Advisory Services, along with a Cash Transmittal marked, “Wire Transfer”.

Incoming Fed wires and Automated Clearing House (ACH) transactions **under \$2,000,000 must** include the following information:

1. San Bernardino County Treasurer, Wells Fargo Bank, Attn: Julia Esparza
2. **Account number: 4940307630**
3. **A.B.A. number: 121000248**
4. School district name and fund number

Incoming Fed wires and Automated Clearing House [ACH] transactions **over \$2,000,000 must** include the following information:

5. San Bernardino County Treasurer, Wells Fargo Bank, Attn: Wendy Sieruga
6. **Account number: 4662552868**
7. **A.B.A. number: 121000248**
8. School district name and fund number

*****Please note that there are different bank account numbers, depending on the size of your incoming electronic transactions.***

Thanks so much for your cooperation. If you have any questions about this process, please contact Julia Esparza at (909) 388-5733 or Juliea.Esparza@sbcss.net.

Sincerely,

Ted Alejandre,
County Superintendent of Schools

Signed Lena Young-Gallardo

Lena Young-Gallardo, Director
District Financial Services

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**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
DISTRICT FINANCIAL SERVICES**

REQUEST FOR OUTGOING WIRE TRANSFER

SECTION 1 (TO BE COMPLETED BY SCHOOL DISTRICT)

1. Name of Receiving Bank or Financial Institution		5. Physical Address for Beneficiary of Wire		
2. Account Name		City	State	Zip
3. Account Number		6. Amount to Be Wired		
4. A.B.A. Number		7. Date of Outgoing Wire Transfer		
Print or Type Name:		Signature:		Date:

SECTION 2 (TO BE COMPLETED BY DISTRICT FINANCIAL SERVICES)

School Warrant Number		School Account Number		
Account Reference (Description of Transaction/Batch #)				
Credit Account Name (School District)		SAP Cost Center		
District Financial Services Authorized Signature:				Date

SECTION 3 (TO BE COMPLETED BY AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR

Confirmation Date		Confirmation Number	
I certify that funds were electronically transferred on the above date as requested and that documents evidencing this transaction are on file in the Treasurer's Office.			
Signature:			Date