From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List
Cc:	BSD-ExecutiveStaffList
Subject:	Bulletin - Wire Transfer Instructions
Date:	Friday, March 22, 2024 3:24:01 PM
Attachments:	Bulletin - Wire Transfer Instructions.pdf image001.png Request-for-Electronic-Funds-Transfer.pdf

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Good afternoon,

Please see the attached bulletin with the most current wire transfer instructions. Feel free to share this information with anyone who may need it.

Have a great weekend,
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

San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: March 22, 2024

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, 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: Keith Carter
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 Keith Carter at (909)388-5733 or Keith.Carter@sbcss.net .

Sincerely,

Ted Alejandre,
County Superintendent of Schools

Signed Lena Young-Gallardo
Lena Young-Gallardo, Director
District Financial Services

lyg:kb

San Bernardino County Superintendent of Schools

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Ted Alejandre
County Superintendent

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