

Administrative **Policies** and Procedures
Series: 6000 – Administrative and Management
ELECTRONIC FUNDS TRANSFER: 6217

Payment for Goods and Services: Electronic Payments

The District authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

Electronic payments will be prepared by the District and documented in a format similar to warrants for the Board of Directors. Prior to submission to the Board, all electronic payments shall undergo review by the district's auditing officer in accordance with the district's procedure for electronic payments.

The District will maintain a separate bank account dedicated solely to EFT transactions. Additionally, the District will establish and maintain procedures for electronic payments to safeguard district assets and to minimize the risk of fraud. These procedures will align 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.

Cross References:	Administrative Policy – 6500	Risk Management
Legal References:	RCW 28A.330.080 RCW 28A.330.090 RCW 42.24.080 RCW 42.24.180	Payment of claims—Signing of warrants Auditing committee and expenditures Municipal corporations and political subdivisions — Claims against for contractual purposes — Auditing and payment — Forms— Authentication and certification Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions