Okanogan School District

Electronic Funds Transfer

Reimbursement for Goods and Services: Electronic Payments
The board authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

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. 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. No electronic payment shall be made until approved by a majority of the members of the board.

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.

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

Latest Adoption Date: 3.30.26
Previously Board Adopted Dates: 07.23