Adopted: *September 11, 2017*

Orig. 2017

Revised: *5/26/26*_____

735 ELECTRONIC FUNDS TRANSFERS

I. PURPOSE

The purpose of this policy is to establish and authorize procedures for electronic transfer of district funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish that for any transfer of funds request, an additional requirement is imposed for the first transfer to any account. The authorized employee who is processing the transfer must confirm the transfer by verbal communication with the recipient over a verified phone number prior to authorizing or requesting the transfer.

III. AUTHORIZED EMPLOYEES

The Finance Director and Assistant Business Manager are authorized to process electronic funds transfers on behalf of the district. No other district employees are authorized to process electronic funds transfers on behalf of the district.