Signatures on file

March 5, 2008

TO: Principals/Department Heads

FROM: Sharmila Laljie, Director
                   Payroll & Accounts Payable

VIA: Area Superintendent

SUBJECT: A-480 WIRE TRANSFER PROCEDURE

Attached please find the new Business Practice Bulletin **A-480, "Wire Transfer Procedure".
The creation of this bulletin was necessary due to the following:**

- To outline the procedure for wire transfers of funds
- Ensure appropriate approvals and controls have been met before transfer of funds occur

The bulletin is being distributed electronically via the Internet and is located on the ERP
Department's website at
http://www.broward.k12.fl.us/erp/brite/support/businesspracticebulletins/index.htm. The Business
Practice Bulletins chart will be displayed. Select A-480, Wire Transfer Procedure.

Please share this information with your Budgetkeeper/Bookkeepers. Any questions regarding
the content of this bulletin should be directed to Joseph Roushay, Accounts Payable Department
at 754 321-0617.

LJB/SL/mll

C: School Board Members   Budget Analysts
          Superintendent   Budgetkeepers/Bookkeepers
          Executive Leadership Team   PAF/Payroll Contacts

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

SUBJECT: **WIRE TRANSFER PROCEDURE**

GENERAL:

The purpose of this bulletin is to outline the procedure for wire transfers of funds and to ensure the appropriate approvals and controls have been met before transfer of funds occurs. Treasury may not process any wire transfers if they have not first been processed by the Accounts Payable Department. **Transfer of funds may only occur if budgetary funds are available in the specified line of G/L coding the transfer will be charged against**. Payment via an Accounts Payable check is the preferred method of vendor payment, however, non-repetitive wire transfers are available if necessary and have been approved by the Executive Leadership Team member of the requestor.

A. PROCEDURE

1. All invoices to be paid via wire transfer must be submitted to Accounts Payable Department (A/P) with a Wire Request Form (Exhibit 1 or at http://web.broward.k12.fl.us/forms/formsoptions.htm) and any other supporting documentation (see Section C below) with the appropriate approvals (See Section B below). *All non-repetitive wires require bank information to be filled out by the requestor and Executive Leadership Team approval.*
2. A/P will enter the payment information into SAP to verify funds availability and obtain vendor payment history.
3. A/P submits the request with supporting documentation package to Treasury for the funds to be wired.
4. Treasury Department will execute the wire transfer and provide A/P with the Wire Transfer confirmation number and return the package of supporting documentation to A/P.
5. A/P will enter the wire payment confirmation number into SAP, fax the completed wire transfer request form back to the requestor for confirmation, and close the invoice.

Please note: All requests and documentation must arrive in A/P by 9:00am for a wire transfer to occur in the same business day. Request received after 9:00am will be processed the following business day.

Supersedes:	Issued By:
N/A New Bulletin	**Payroll & Accounts Payable**

SUBJECT: **WIRE TRANSFER PROCEDURE**

B. **APPROVALS**
Both the Wire Transfer Form and the Invoice must be approved. Please adhere to the following approval guidelines:

1. Wire Transfer Approval: Standard repetitive wire transfers require principal or department head approval. **Non-repetitive wire transfers require approval from a member of the Executive Leadership Team.**

2. Invoice Approval: Check that the person who received the goods has indicated the date the goods were received, that correct quantities were received in good condition or the service provided was performed to the School Board's satisfaction, and that the person who received the goods or service has signed the invoice. The original invoice must be dated and approved by the authorized Unit Administrator. Copies or duplicate invoices are not acceptable. Facsimile signatures are not acceptable.

C. **RESPONSIBILITY OF A/P AND TREASURY**

1. A/P Department is responsible for entering the invoice against a funded G/L distribution and keeping the record of supporting wire transfer documentation. If A/P receives the transfer request before 9:00am, they must deliver the request and supporting documentation to Treasury before 10:30am.

2. Treasury is responsible for completing the transfer of funds and reporting the confirmation number of the wire transfer back to A/P, as well as returning the supporting documentation. If Treasury receives the request by 10:30am, they are required to process it the same business day unless otherwise noted by the requestor.

Supersedes:	Issued By:
N/A New Bulletin	**Payroll & Accounts Payable**

The School Board of Broward County, FL
Wire Transfer Request Form

To: _Accounts Payable_

A/P System Doc# _____

Requested Date To Be Wired: _____

Date Actually Wired _____

Wire Confirm# _____

Amount: _____

Requestor's Fax# _____

Wire to (check one and attach backup):

☐	**FICA Alternative**
☐	**Comp Options**
☐	**Johns Eastern Company**
☐	**Retirement Wire**
☐	**Sales and Use Tax**
☐	**Fringe Benefits Management**
☐	**Bencor**
☐	**Other, Please Specify** _____

Wire Routing# _____

Account# _____

Prepared by: _____   **Date:** _____

Preparer's fax: _____

Approved: _____   **Date:** _____

REQUIRED BY A/P FOR DATA ENTRY

Vendor No. _____   **Reference No.** _____

Date _____   **Amount** _____

Text: _____

Fund (4)	G/L Account (8)	Cost Center (10)	Inter. Order	Grant (14)	WBS Element	Functional Area (16)	Bus. Area (4)

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Form #3050
2/08