

# SPOKANE COUNTY FIRE DISTRICT 8

## Procedure

### 10.02.20 ELECTRONIC PAYMENTS



Adopted: 10/12/2021  
Reviewed: 10/12/2021  
Revised: 10/12/2021

Approved: \_\_\_\_\_

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### **Purpose:**

To maintain accountability for the disbursement funds for accounts payable and payroll obligations using Electronic Funds Transfers, ACH payments and Direct Deposit.

**Reference:** P10.02.20 Electronic Payments

### **Definitions:**

- 1. Electronic Funds Transfer:** The electronic transfer of funds from one bank account to another without involvement of bank employees.
- 2. Automated Clearing House (ACH):** A network that coordinates electronic payments and automated money transfers between banks without the use of warrants, checks, wire transfers, credit card networks, or cash.
- 3. Direct Deposit:** A payment whereby funds are electronically transferred to a checking or savings account.

### **Procedure:**

- 1.** The District will issue payments by Electronic Funds Transfer to vendors who have provided services or materials to the District and have completed an Automated Clearing House (ACH) Request Form to authorize electronic payments directly to their bank account. With their submitted authorization, vendors shall include a voided check or documentation from their financial institution which indicates their transit routing number and account number. This payment method will also be used for all employee reimbursements and per diem payments.
- 2.** It is the vendor's responsibility to update their bank information. Any changes to banking information will require submission of a new ACH Request Form and will be verbally verified with the vendor or employee using the phone number on file with the District.
- 3.** The District will issue all employee payroll payments electronically by ACH Direct Deposit. Employees shall submit to the payroll office a completed Authorization Agreement for Direct Deposit form and a voided check, deposit slip, or documentation from their financial institution which indicates their bank transit routing number and account number.
- 4.** It is the employee's responsibility to update their bank information. All changes to banking information will require submission of a new Authorization Agreement for

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A handwritten signature in blue ink, appearing to be 'JW', is written over a horizontal line.

District Deposit form and will be verbally verified with the employee using the phone number on file with the District.

5. All Automated Clearing House (ACH) Request forms and ACH Direct Deposit forms will be kept secure and retained in accordance with the State Government General Records Retention Schedule.