



**Division:** Business Affairs  
**Classification:** Finance & Administration  
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TITLE	
Vendor Payment Automatic Clearing House (ACH) Policy	
POLICY NUMBER	
FA-06-043	
RESPONSIBLE OFFICER	UNIVERSITY CONTACT
Vice President for Finance and Administration	Director of Accounting
SUMMARY	
This policy expands the use of automatic clearing house (ACH) payments to Western Oregon University (WOU) vendors and the safekeeping of banking information.	
APPLICABLE TO	
<i>WOU Vendors, WOU Staff</i>	
DEFINITIONS	
<b><i>ABS (WOU's Accounting and Business Office)</i></b> <b><i>ACH (Automatic Clearing House) – National electronic funds transfer system</i></b> <b><i>EFT (Electronic Funds Transfer) – The transfer of funds between bank accounts</i></b> <b><i>NACHA (National Automated Clearing House Association) – Manages ACH Rules</i></b> <b><i>UCS (WOU's University Computing Solutions)</i></b> <b><i>WOU (Western Oregon University)</i></b>	
AUTHORITY	
Oregon State Department of Administration Services NACHA Operating Rules (2025) NACHA Guidelines (2025)	

## STATEMENT OF AUTHORITY

The ACH Network is a highly reliable and efficient nationwide electronic funds transfer system organized by the US Treasury under Federal law (31 C.F.R. Part 210, et al.). It is managed by the operating rules and guidelines of the National Automated Clearing House Association (NACHA). The ACH network provides for the interbank clearing of electronic debits and credits for participating depository financial institutions. The Federal Reserve System and a score of private organizations operate central clearing facilities through which participating financial institutions transmit or receive ACH entries. The US Government is the largest user of the ACH system. Virtually every bank and credit union in the country is capable of sending and receiving ACH payments.

WOU departments will be the initial point of contact for their vendors wishing to transition to ACH payments or if there are any changes in payment method requested by the vendor. Central to this policy is the established positive working relationship between WOU department staff and vendors.

Accounting and Business Services (ABS) is responsible for the verification of vendor banking information, administration of payment, and safekeeping of documentation. Upon verification of vendor banking routing and account numbers, the ABS will perform a minimal ACH transfer amount. Upon success of this transfer, normal vendor payment proceeds. Upon request from the department vendor to change banking information, the same due diligence shall occur.

ABS will ensure secure methods of transferring banking information between the vendor to WOU consistent with protocols established by University Computing Solutions (UCS).

The ABS website will contain the current documentation and secure link required for vendors to complete for the receipt of ACH payments.

## REFERENCED OR RELATED POLICIES

Travel  
UCS Information Security Training  
Purchasing

## RELEVANT DOCUMENTS AND LINKS

## HISTORY

**APPROVAL DATE:** XX/XX/XXXX

**EFFECTIVE DATE:** XX/XX/XXXX

**LAST UPDATED:** 04/10/2025

**HISTORICAL DETAIL NOTES:**

**Met with UCS to discuss policy**

**SOURCE:**

**KEYWORDS**

ETF, Direct Deposit, ACH, Travel Advance, FIS,