

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 the utilization of electronic payment options, the superintendent or designee will confirm with the county treasurer that ESD 123 may use electronic payments for vendor purchases. ESD 123 will maintain a separate bank account dedicated solely to EFT transactions.

ESD 123 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.

ESD 123 will develop and maintain procedures for electronic payments to safeguard district assets and minimize fraud. ESD 123 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.

ESD 123 will implement this policy according to the accompanying procedures.

First Reading: 6/27/24

Second Reading: 8/23/24

Adoption: 8/23/24

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 the legislative body—Conditions](#)

Cross References

[6500 - Risk Management](#)