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**Riverside County
Board of Education**

Gerald P. Colapinto

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Vick Knight

William R. Kroonen

Adolfo Mediano, Jr.

DATE: September 14, 2010

TO: Accounting Managers
K-12 Districts, RSC, SRA
RCOE and Community College Districts

FROM: Paras Nair, Senior Accounting Technician
PN
District Fiscal Services
Division of Administration and Business Services
(951) 826-6544 / FAX [951] 826-4457

SUBJECT: Request for Wire Transfer

ACTION: **Information Only**

Attached please find a request form to be used by your district for all payments being made via wire transfer. A wire transfer payment requires specific action and approval by your board because it circumvents normal procedures and internal controls.

The following information and authorization must be included with the Wire Transfer Request:

- A board resolution/approval authorizing the wire transfer payments.
- Reason for the wire transfer.
- The dollar amount and funding line.
- The wire transfer instructions and date the wire should be received by the financial institution.
- Attach the original invoice that has been reviewed and approved by personnel authorized to approve commercial warrants.

The request needs to be sent to our office at least 5 days prior to the due date to meet the County Treasurer's timeline requirements.

The form for wire transfer request is available on the RCOE website at:

<http://www.rcoe.us/adminBusiness/accountingForms.html>

- Click on the link "Form 3321T - Wire Transfer Request"

Please be advised that all requests for wire transfers must meet the required timelines and a board resolution must be in place with copies provided prior to payments being processed.

Effective August 14, 2009, the County of Riverside's main administrative building in downtown will be closed every Friday. As a result, wire transfers out will be processed Mondays through Thursdays, with no wire transfers out occurring on Fridays. Please consider this in your planning of escrow closings or other types of emergency wire transfers.

If you have any questions or comments, please contact me at the number stated above.

PN:lf
L:\Accounting\Wire Transfers\Wire Transfer Letter-September 2010

Attachment



**Riverside County Office of Education
District Fiscal Services**

Wire Transfer Request

Initiator: _____ **Date:** _____

District: _____

Wire transfer information and authorization:

- Board approval authorizing the wire transfer payments is attached.**
The board item should include the reason for the wire transfer payment, frequency of the wire transfer, and an amount not to exceed.

Reason for wire transfer: _____

Total dollar amount: \$ _____

Funding Line: _____

- Wire transfer instructions are attached.**

Date wire should be received by the financial institution: _____
(Date)

- The original invoice that has been reviewed and approved by personnel authorized to approve commercial warrants is attached.**

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

Distribution: Original- DFS Accounting,
Copy- Retained by initiating district