



**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