

CITY OF KIMBALL
MUNICIPAL POLICY NUMBER 04-2011
ELECTRONIC FUNDS TRANSFER (EFT) POLICY

DATE COUNCIL APPROVED: June 7, 2011

I. Purpose

This policy establishes general guidelines for using electronic funds transfers including wire transfers for payables and receivables.

The primary goal of this policy is to ensure that use of electronic funds transfers and receipts are initiated, executed and approved in a secure manner. The factors include security, efficiency and cost effectiveness and the manner, type of transfer and the methods used to communicate instructions with the City's bank.

The policy also identifies the proper documents to be completed by departments who might have an electronic funds transfer request or receipt. Completion of the form and documentation will ensure faster and more accurate receipts and payments and establish an audit trail to track and report on the flow of funds.

The policy will identify responsibilities for all individuals involved in the process of electronic funds transfer activities.

II. Guidelines

The City of Kimball utilizes electronic funds transfers for receipt of intergovernmental payments, grant payments and other revenues where practical, and the transmittal of payroll withholdings, tax deposits, bond payments and other disbursements where practical.

III. EFT Procedures

The Department Head requesting payment not included in one of the above categories must submit a completed EFT payment request form along with any supporting documentation to the City Clerk/Treasurer for submittal to the City Council for authorization. An EFT to a new vendor will take approximately 1 month to process.

EFT payments will not be authorized for vendors outside of the United States.

Upon authorization by the City Council the Department Head requesting payment will be notified of acceptance.

Disbursing banks will be instructed to make EFT payments to vendors only upon receipt of prior written authorization, including two approved signatures.

IV. Approval of Policy

This policy shall be formally approved and adopted by the City Council.

ELECTRONIC FUNDS DISBURSEMENT PAYMENT REQUEST FORM

1 Date: _____ 2 Preparer's Name and Email: _____ 3 Preparer's Address, Phone #: _____	4 Payment Due Date: _____ 5 Department: _____ 6a. Authorizer's Name and Email: (not #2) _____ 6b. Authorized Signature: _____
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DISBURSEMENT INFORMATION

	Invoice #	Disbursement Amount
7 Payee Name:	14	
8 Payee Address:		
9 Payee Bank Account #:		
10 Payee Bank Name:	15 Total	
11 Payee Bank Address:	Up to 4 emails for persons who should be notified when payment is made	
12 Payee Bank Routing #:	16 Payee Email Address:	
	17 Other Email Address:	
	18 Other Email Address:	
	19 Other Email Address:	
13 Remittance Message:	20 Additional Notes:	

ADDITIONAL INFORMATION

21 Payee SSN or EIN: _____	23 Payment Explanation: _____
22 Type of Entity (Sole Prop, Corp or Partnership): _____	24 Requisition #: _____
	25 Purchase Order #: _____

Transaction Initiation and Approval	Accounts Payable Use Only
Name of Initiator: _____	A/P EFT Invoice No.: _____
Date of Council Approval: _____	A/P EFT Invoice Date: _____
Authorized Signature: _____	A/P Vendor No.: _____
Date and Time: _____	
Debit Bank Name: _____	

Fax completed form and supporting documentation to the City Clerk/Treasurer at (320)398-2720
 If you have questions about how to complete this form, please contact the City Clerk/Treasurer at (320)398-2725