



**Riverside County
Board of Education**

Jamie Azpeitia-Sachs

Kim J. Cousins

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DATE: July 25, 2024

TO: Accounting Managers
K-12 Districts, Charters on Galaxy
RCOE and Community College Districts

FROM: Whitney Knight, Accounting Manager *WK*
District Fiscal Services
Division of Administration and Business Services
(951) 826-6634 / FAX [951] 826-4457

SUBJECT: Request for Automated Clearing House (ACH) Payment

ACTION: Information Only

Attached please find a request form to be used by your LEA for all payments being made via ACH Payment. An ACH 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 ACH Payment Request:

- A board resolution/approval authorizing the ACH payments.
- Reason for the ACH payment.
- The dollar amount and funding line.
- The ACH payment instructions and date the ACH 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. Please note that an ACH payment takes 48 hours for the settlement to occur. Please plan accordingly.

The request for ACH payment form is available on the RCOE website at:
<https://www.rcoe.us/home/showpublisheddocument?id=2749>

- Click on the link "Form 3332T – ACH Payment Request"

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

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

WK:mmh

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