



**Riverside County  
Board of Education**

Jamie Azpeitia-Sachs

Kim J. Cousins

Ray "Coach" Curtis

Bruce N. Dennis

Ben Johnson II

Jennifer Mejares Pham

Elizabeth F. Romero

**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 Wire Transfer

**ACTION:** **Information Only**

Attached please find a request form to be used by your LEA 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:  
<https://www.rcoe.us/home/showpublisheddocument?id=2448>

- 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.

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

WK:mmh

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