

## COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

Title: Electronic Funds Transfers		
Page 1 of 1	Implementing Procedure For Policy # 5.02	
Date Approved/Revised: 1/10/11	Division: Administration and Finance	

**Purpose:** The purpose of this procedure is to establish rules to authorize by electronic or other medium, as provided in Florida Statute 215.85, the receipt, withdrawal, or transfer of public funds to, from, or within the College's bank and investment accounts for purposes of direct deposit of funds, investment fund transfers, or for payments to College vendors.

**Procedure:** Each College department that performs electronic or telephonic funds transfers shall establish detailed written procedures that will provide adequate internal control measures that will ensure the safety of the College's funds. These procedures will be approved by the Chief Business Officer and will be reviewed annually and updated as necessary. Whenever possible, two people will be involved in each transfer, one to initiate the transfer and one to approve the transfer.

Some but not necessarily all of the departments/areas that may be involved in electronic or telephonic funds transfers are:

- Payroll
- Banking
- Investments
- Student refunds
- Grants

**Responsibility:** The Assistant Vice President of Finance shall conduct an annual review and ensure that all individuals involved in electronic or telephonic transfers are aware of the procedure.

Vice President, Administration & Finance	Date:
Approved by President	Date:

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or <u>Compliance@cf.edu</u>.