

COMMUNITY COLLEGE OF DENVER

Title: Wire Transfers

Guideline #: FS – 17

Effective Date: April 15, 2016
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

These guidelines are written to clearly establish the steps to follow pertaining to the completion of electronic wire transfer of funds for Community College of Denver (College).

2. APPLICABILITY

These guidelines apply to transfers initiated by the President for extraordinary circumstances.

3. DEFINITIONS

Electronic Wire Transfer – The use of electronic methods for moving funds from any bank or Treasury account owned by the College.

4. GUIDELINES

Steps for requesting and or approving an electronic transfer:

1. All requests for electronic transfer of funds must be submitted to Fiscal Services in writing using the transfer request form. All transfers must be approved by the Vice President of Administrative Services and CFO and the President. Backup documentation needed with the electronic transfer request includes an invoice or similar documentation to indicate the purpose of the payment, a business case and a purchase requisition. All items must have the appropriate signatures and authorization to pay.