

**Treasury Operations  
Procedures**

**I. PROCEDURES**

Banking and Cash Management

**II. STATEMENT**

The Office of Treasury Operations manages the University's short-term cash investments and borrowings, daily funding requirements and oversees the delivery of general financial services and foreign wire transfers. All banking relations and related services, establishment of credit card merchant numbers and completion of the financial information on the ACH payment enrollment forms are the responsibility of Treasury Operations.

**III. RESPONSIBILITY**

Jason Slough  
Staff Accountant Treasury and Finance  
909 Administration Building  
Hours of Operation: 8:00 AM – 5:00 PM  
Phone: 419-372-9941  
Fax: 419-372-8600

**IV. APPLICABILITY**

The outlined procedures apply to all University departments that use foreign currency, wire transfer or ACH (automated clearing house) payments, and accept credit card payments.

**V. DEFINITIONS a. Wire Transfers**

Departments should use wire transfers only when ACH or other forms of payments are not feasible. Departments will be charged the associated wire transfer fees. The minimum fee for an international wire transfer request is \$50.

A wire transfer is the electronic transfer of funds from one bank to another. The major advantage of a wire transfer is that funds will normally be received sooner than if a check is issued. A major disadvantage is that associated fees are much higher. Please note: though wire transfers and checks are both payment mechanisms, they are not interchangeable. Each payment method is governed by its own set of rules and regulations. For example, there is no stop payment mechanism available for wire transfers. Please contact the Office of Treasury Operations if you have any questions regarding the use of wire transfers.

**INCOMING WIRE TRANSFERS: DOMESTIC AND FOREIGN**

Businesses and individuals may use wire transfers to send payments to the University. Please review the chart below and contact the respective department for specific wire transfer payment instructions.

<b>Payment Type</b>	<b>Responsible Dept</b>	<b>Contact Name</b>	<b>Telephone No.</b>
Donations and Pledges	Alumni and Development	Pam Fall	419-372-7700
Student tuition, fees and other expenses	Office of the Bursar	Lynn Huber	419-372-6823
All other payments	Office of Treasury Operations	Jason Slough	419-372-9941

To ensure your department is properly credited, be certain to specify that the “Special Instructions” information be included with each wire along with the originator’s name and, if appropriate, identification number. Special instructions can include the beneficiary department’s department number, telephone extension and point of contact.

**OUTGOING WIRE TRANSFERS:**

The use of wire transfers to send domestic electronic payments is discouraged. In its place, domestic payments should be processed via ACH. A [Domestic Vendor Form](#) and a [Payment Request](#) will need to be submitted.

Outgoing wire transfers are an alternate form of disbursement and are available to departments where payment is contractually specified. Wire requests are subject to the same policies and documentation requirements governing disbursements via ACH. Departments needing to wire funds must complete a [Request for International Wire Transfer](#) form. This will be the most current version of the form. Outdated forms may be returned as “not applicable”. To ensure legibility and accuracy, fill in this form online and then print for signatures.

All ***Request for International Wire Transfer*** forms must be signed by the requester and all other applicable authorized personnel. All international wire transfer forms **MUST** be signed by the Provost (for academic department requests) and the Vice President of Finance and Administration. All signatures must be original. A signature stamp or “/by” is not acceptable. Wire transfers will not be processed for dollar amounts under \$100.

**Required Signature Authority for International Wire Transfers:**

- Requester Signature
- Authorized Department or Grant Signature(s)
- Budget Administrator/P.I. Signature
- Senior Administrator (Required for all International Wire Transfers from \$9,999 - \$49,999)

- VP Signature (Required for all International Wire Transfers from \$50,000 - \$99,999)
- Provost (Required for ALL Academic Department International Wire Transfers regardless of dollar amount)
- VP of Finance and Administration or President's Signature (in absence of VP of FA) (Required for payments greater than \$100,000 and for ALL International Wire Transfers regardless of dollar amount)

**b. Automated Clearing House or ACH Vendor Payment Forms** A number of companies and the federal government and its agencies no longer make payments to vendors with checks. Payments instead are made via ACH. Each company or government agency will request the vendor complete a form before payment can be processed. Two commonly used forms are the Direct Deposit Sign-Up Form and Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form). The department receiving payment is responsible for completing the remainder of the form. Please contact Purchasing if you have any questions regarding the ACH vendor.

**c. Credit Card Merchant Numbers**

BGSU campuses, schools, departments and organizations selling goods and services, or conducting other business on behalf of the University, may accept credit card transactions upon establishing the appropriate procedures and process. In order to accept and process credit card payments, a merchant number is required. Please contact Treasury Operations for a Merchant Number Application. The University accepts Visa, MasterCard, Discover and American Express. Fees associated with credit card transactions are the responsibility of the area requesting the merchant number.

**VI. PROCESSING INTERNATIONAL WIRE TRANSFERS**

For assistance with filling out the [Requests for International Wire Transfer](#) form, please view the [International Wire Transfer Instructions](#).

Where to send a request for International Wire Transfer Form:

If for a grant related payment, send the original directly to Grants Accounting, 9<sup>th</sup> Floor Administration Building. If for a Department related payment, send the original directly to Accounts Payable/Controller's Office, 909 Administration Building. The online Request for Wire Transfer form supersedes any of the forms previously used. Any Request for Wire Transfer form not properly completed with all required signatures will be returned to the requester. After the wire transfer is processed, an email will be sent to the requester with details of the transaction.

**VII. RESOURCES**

[Treasury Office](#)

**VIII. REVIEW CYCLE**

Annually