

# GEORGETOWN UNIVERSITY



## FINANCIAL AFFAIRS MANUAL

Issuing Department Treasury Operations	Topic: Banking and Cash Management	Policy # FA 105-11	
New	Revised √ 5/14/12	Supersedes Policy #	Effective Date 1/20/04

### **100.1 POLICY                      Banking and Cash Management**

**100.2 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 such as domestic and foreign wire transfers and foreign draft issuance. All banking relations and related services, including the establishment and maintenance of external bank accounts, establishment of credit card merchant numbers, and completion of the financial information on the ACH payment enrollment forms are the responsibility of Treasury Operations.

**100.3 RESPONSIBILITY** Treasury Operations  
Location: 2121 Wisconsin Avenue, 4<sup>th</sup> Floor  
Hours: 8:30 AM – 5:00 PM  
Phone: 202-687-2416 or 202-687-3909  
Fax: 202-687-6369

**100.4 APPLICABILITY**    The policy applies to all University departments that use University bank accounts, foreign currency, wire transfer or ACH (automated clearing house) payments, and accept credit card payments.

### **100.5 DEFINITIONS**

- 100.5a            Bank Accounts**
- 100.5b            Wire Transfers**
- 100.5c            Incoming Wire Transfers: Domestic and Foreign**
- 100.5d            Outgoing Wire Transfers: Domestic and Foreign**
- 100.5e            Processing Wire Transfers**
- 100.5f            Foreign Drafts**
- 100.5g            Processing Foreign Drafts**
- 100.5h            Credit Card Merchant Numbers**
- 100.5i            Foreign Deposits**
- 100.5j            Automated Clearing House or ACH Vendor Payment Forms**

**100.5a BANK ACCOUNTS**

The Department of Treasury Operations is responsible for all Georgetown University bank accounts. This includes approving requests for and establishing new accounts and closing and modifying existing accounts. Please contact Treasury Operations if you have any questions regarding University bank accounts.

**100.5b WIRE TRANSFERS**

Traditionally, wire transfers have been used as a form of funds transfer. The University is moving away from wire transfers to decrease costs and tighten controls. Departments should use wire transfers only when ACH or other forms of payments are not feasible. ACH is an electronic alternative offered by The Office of Accounts Payable to vendors to receive payments for goods and services. There is no charge for an ACH payment. Departments will be charged a fee of \$50.00 per wire transfer. The minimum amount for a wire transfer request is \$100.

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.

**100.5c 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.

Payment Description	Responsible Department	Contact	Telephone Number
Grants and sponsored research	Sponsored Accounting Office	Marc Peters	202-687-4126
Donations and pledges	Office of Advancement	Diane Cary, Gift Accounting	202-687-4310
Tuition, fees, and other charges related to a student's bill	Office of Student Accounts	Main Desk	202-687-7100
Payments not described above	Office of Treasury Operations	Treasury Operations Office	202-687-2416 or 202-687-3909

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 cost center number, telephone extension, and point of contact.

#### **100.5d OUTGOING WIRE TRANSFERS: DOMESTIC AND FOREIGN**

The use of wire transfers to send electronic payments is discouraged. Instead domestic payments should be processed via ACH through Accounts Payable. See [http://financialaffairs.georgetown.edu/procure/accounts\\_payable/AP\\_policies.htm](http://financialaffairs.georgetown.edu/procure/accounts_payable/AP_policies.htm) for Accounts Payable procedures. 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 requested on *Expense Vouchers* (see also the **Expense Vouchers** policy at <http://financialaffairs.georgetown.edu/policytc.html>).

Departments needing to wire funds must complete a *Request for Wire Transfer* form. Use the on line form available on the Treasury Operations website at <http://financialaffairs.georgetown.edu/treasury/>. This will be the most current version of the form. Outdated forms may be returned as “incomplete”. To ensure legibility and accuracy, fill in this form on-line and then print for signatures

All *Request for Wire Transfer* forms must be signed by the person preparing the request and the person authorizing the request. These signatures cannot be by the same individual and must be original. A signature stamp or “/by” is not acceptable. A *Signature Authorization* form must be on file for the individual authorizing the payment charge for the cost center listed on the wire transfer form. Wire transfers will not be processed for amounts under \$100. If the request is for greater than \$2,500 the Campus Chief Financial Officer or designee must also sign the form. For internal control purposes verbal verification may be requested for requests greater than \$25,000.

Additional signatures may be required. If a *Request for Wire Transfer* relates to an RX cost center, it must be submitted along with all appropriate supporting documentation to the Sponsored Accounting Office for review and approval. If payment is being made to an individual, submit the request and all supporting documentation to the Tax Department. Once the request has been approved by either Sponsored Accounting and/or the Tax Department, it will be forwarded to Treasury Operations for processing.

Wire transfers not requiring the above approvals should be submitted directly to Treasury Operations with all appropriate supporting documentation and required authorizations. For all wire transfer requests (foreign and domestic) \$50.00 will be charged to the requesting cost center for each payment processed. Multiple payments to the same beneficiary should be combined into one request to reduce fees or a \$50.00 charge will be applied to each transaction.

The University utilizes separate wire systems for domestic and foreign wire transfers. Domestic wires will be received by the payee's bank on the same day as processed. Foreign wires are batched and processed on Wednesday mornings. It is important that all requests are sent for approval and signatures early enough that they are in Treasury Operations on or before the previous Tuesday. In the case of approved exception wire transfer request processing for foreign wires a \$100 fee will be charged. These payments often require up to an additional two weeks to reach the payee's bank. Processing for blanket purchase order payments may differ slightly. The University's foreign wire system sends payment in the currency of the country specified, if available, as well as in

U.S. Dollars. It is advised to obtain the receiving bank's wire instructions from the Vendor's bank for speed and accuracy of foreign wire payments.

## **100.5e PROCESSING WIRE TRANSFERS**

*Request for Wire Transfer* form and instructions are located at <http://financialaffairs.georgetown.edu/treasury/>.

### **How to Complete the Request for Wire Transfer:**

- Vendor ID – <http://financialaffairs.georgetown.edu/treasury/>
- Date Funds to be Wired
- Amount to be Wired - \$100 minimum
- Currency Type Required: If payment is to be converted from US dollars to a foreign currency or a foreign currency to US dollars please indicate. For further questions please contact Treasury Operations.
- Cost Center /Account Code - <http://financialaffairs.georgetown.edu/coa/coa.xls>
- Beneficiary
- Contact Person
- ABA Number (if domestic)/SWIFT/B.I.C. – United Kingdom add Sort Code
- Bank Name
- Account Number (if European Union use IBAN)
- Address
- Country (if international)
- Purpose: Adequate backup documentation should be included (see also the Expense Authorization policy for a description of backup documentation requirements). Include English translation of any documentation that is in a foreign language.
- Request: Print name and sign. Use blue ink for signature.
- Authorize: Print name and obtain the authorized signature from the requesting department. Use blue ink for signature. A wire transfer request must have a minimum of two signatures. The Requestor and Authorizer cannot be the same individual.
- Campus Chief Financial Officer/Vice President signature

### **Where to Send a Request for Wire Transfer Form:**

Submit the original directly to Sponsored Accounting Office (for RX cost center approval), Tax Department (for individual payments), or Treasury Operations if none of the previous applies. The on-line *Request for Wire Transfer* form supersedes any of the multiple part forms previously used. Any *Request for Wire Transfer* form not properly completed with all required signatures will be returned to the requestor. After the wire transfer is processed a copy of the form will be returned to the requestor.

## **100.5f FOREIGN DRAFTS**

Foreign drafts are checks drawn in the currency of a specified country and represent an alternate form of disbursement available to University departments. Foreign draft requests are subject to the same policies and documentation requirements as on *Expense Authorization* forms (see also the Expense Authorization policy at

[http://financialaffairs.georgetown.edu/procure/news\\_updates/policies/policy\\_ea.htm](http://financialaffairs.georgetown.edu/procure/news_updates/policies/policy_ea.htm). The minimum amount for a foreign draft is \$75.

All *Request for Foreign Draft* forms must be signed by the person preparing the request and the person authorizing the request. These signatures cannot be by the same individual and must be original. A signature stamp or “/by” is not acceptable. A *Signature Authorization* form must be on file for the individual authorizing the payment charge for the cost center listed on the wire transfer form. The minimum amount for a foreign draft is \$75. If the request is for greater than \$2,500 the Campus Chief Financial Officer or designee must also sign the form. For internal control purposes verbal verification may be requested for requests greater than \$25,000.

Additional signatures may be required. If a *Request for Foreign Draft* relates to an RX cost center, it must be submitted along with all appropriate supporting documentation to the Sponsored Accounting Office for review and approval. If payment is being made to an individual, submit the request and all supporting documentation to the Tax Department. Once the request has been approved by either Sponsored Accounting and/or the Tax Department, it will be forwarded to Treasury Operations for processing.

Departments needing a foreign currency draft must complete a *Request for Foreign Draft* form. Use the on line form available on the Treasury Operations website at <http://financialaffairs.georgetown.edu/treasury>. This will be the most current version of the form. Outdated forms may be returned as “incomplete”. To ensure legibility and accuracy, fill in this form on-line and then print for signatures.

Foreign draft requests are normally processed by Treasury Operations on Wednesday mornings. It is important that all requests are sent for approval and signatures early enough that they are in Treasury Operations on or before the previous Tuesday. The requesting Department will be notified by phone when the draft has arrived and is ready for pick up. Foreign drafts cannot be forwarded through campus mail.

For all foreign draft requests \$20 will be charged back to the requesting department for each payment processed.

## **100.5g PROCESSING FOREIGN DRAFTS**

*Request for Foreign Draft* form and instructions are located at <http://financialaffairs.georgetown.edu/treasury/>.

### **How to Complete A *Request for Foreign Draft* Form:**

- Vendor ID - <http://financialaffairs.georgetown.edu/treasury/>
- Enter date draft is needed.
- Amount: Enter the desired foreign currency amount. The minimum amount is \$75.
- Currency Type Required: Provide type of currency desired.
- Cost Center /Account Code - <http://financialaffairs.georgetown.edu/coa/coa.xls>
- Payable to: The complete name and address of the individual or firm to receive the funds.
- Purpose: Briefly describe the purpose of the request and attach supporting documentation (see also the Expense Authorization policy for a description of backup documentation requirements). Include English translation of any documentation that is in a foreign language.

- Request: Print name and sign. Use blue ink for signature.
- Authorize: Print name and obtain the authorized signature from the requesting department. Use blue ink for signature. A wire transfer request must have a minimum of two signatures. The Requestor and Authorizer cannot be the same individual.
- Campus Chief Financial Officer/Vice President Signature: Required for requests greater than \$2,500.

**Where to Send a *Request for Foreign Draft Form*:**

Submit the original request and all supporting documentation directly to the Sponsored Accounting Office (for RX cost center approval), Tax Department (for individual payments) or Treasury Operations if none of the previous applies. The on-line *Request for Foreign Draft* form supersedes any of the multiple part forms previously used. Any *Request for Foreign Draft* form not properly completed with all required signatures will be returned to the requestor.

**100.5h CREDIT CARD MERCHANT NUMBERS**

Georgetown University campuses, schools, departments and organizations selling goods and services, or conducting other business on behalf of the University may accept credit card transactions. There are three documents that need to be reviewed and followed for merchant (credit card) services at Georgetown University which includes both terminal only and internet use:

University Internet Business Policy --

<http://policies.georgetown.edu/secure/tech/?ID=50388&login=1>

University Internet Business Procedures --

<http://policies.georgetown.edu/51677.html>

Internet Business Application –

<http://www9.georgetown.edu/finaff/forms/netbiz.pdf>

The University accepts Visa, MasterCard, and American Express. American Express is not encouraged as the fees are higher than those of Visa and MasterCard.

Fees associated with credit card transactions are the responsibility of the area requesting the merchant number.

If a department decides to accept credit card transactions and request a merchant number the Internet Business Application must be completed for both terminal and internet use. The information requested is important to assist in the set-up/establishment of the merchant number. This includes:

- requesting department
- contact information/location of terminal
- credit card provider(s)
- merchant number name (23 characters maximum)
- estimate of monthly transactions and estimated value per transactions
- gateway for payments – CyberSource is the preferred method
- signatures of CFO, Office of Counsel, Information Access Office, Security Office and Tax Department

**100.5i FOREIGN DEPOSITS**

Foreign deposits are the responsibility of the Bursars Office. Please contact Hazel Bryant.

**100.5j AUTOMATED CLEARING HOUSE or ACH VENDOR PAYMENT FORM**

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). Treasury Operations will complete the financial institution information portion of the form. The department receiving payment is responsible for completing the remainder of the form. Please contact Treasury Operations if you have any questions regarding the ACH vendor enrollment form.

**100.6 ENFORCEMENT** Treasury Operations

**100.7 RESOURCE(S)** <http://financialaffairs.georgetown.edu/treasury/>

**100.8 APPROVAL** The policy is approved by Treasury Operations, Financial Planning & Analysis within Financial Affairs.

**100.9 REVIEW CYCLE** Annually