

Chapter 26. Electronic Funds Transfer Policies and Procedures for Transfers from County Treasury¹

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26.001 Introduction

This chapter applies only to the use of electronic funds transfers for payment of authorized transactions that require the transfer of funds from the county treasury. This chapter does not apply to the use of electronic funds transfers within the county treasury for the movement of funds between county bank accounts, investments, and other intangible property.

26.002 County Treasury

"County Treasury" means any location or circumstance where the County's funds are still under the custody and control of the Commissioners Court and are directly subject to the orders and drafts of the Commissioners Court for payment of county obligations and includes the county depository, investments, and other similar intangible property.

26.003 Authorization

Before a person may transfer funds from the county treasury by electronic funds transfer, the Commissioners Court must approve a resolution that provides for the following and forward it to the depository bank:

- (1) authorizes that person to make electronic transfers of funds,
- (2) indicates whether the person is authorized to make repetitive or non-repetitive transfers or both,
- (3) specifies the accounts by name and number from which the person may make transfers, and
- (4) specifies the accounts by name and number into which transfers can be made by repetitive and non-repetitive outgoing wires.

26.004 Legally Authorized Transactions

To be eligible for payment by electronic funds transfer, the transaction must be a legally authorized transaction. In this chapter, a transaction is legally authorized if the county

¹ Chapter 26 was replaced by Travis County Commissioners Court on June 30, 1998 (Item 2).

auditor and the county treasurer would be authorized to sign a check or warrant for the payment of the claim.

26.005 Electronic Funds Transfer Accounts

Electronic funds transfers from the County Treasury can only be initiated from an account dedicated solely to being a conduit for electronic transfers of funds from the County Treasury, which will be identified as something similar to the Travis County Out-of-Treasury Wire Transfer Account, located at the County's depository bank. This account must be administered by a dual administrator composed of the county treasurer personally and the county auditor personally who perform the computer authorizations necessary to implement the authority granted to persons in section 26.003 to perform the electronic funds transfers described in section 26.003.

26.006 Required Functions

All electronic funds transfers from the Travis County Out-of-Treasury Wire Transfer Account must require that the following personnel perform the following functions in each request for an electronic transfer of funds to a recipient outside of the County Treasury:

- (1) A person who is selected by the county treasurer and listed in a resolution to authorize the dual administrator to direct the bank to honor the request for a wire transfer that is approved by the Commissioners Court must initiate the request for the transfer, and
- (2) A second person who is selected by the county auditor, listed in a resolution to authorize the dual administrator to direct the bank to honor the request for a wire transfer that is approved by the Commissioners Court, and different from the person who initiated the request must verify the request for the transfer.