

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	ELECTRONIC PAYMENTS	04-0805	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-4.10 Electronic Transfer of Funds	September 10, 2025	

Purpose

The purpose of this procedure is to define Florida State College at Jacksonville's (FSCJ/College) procedures for electronic payments as required by F.S. 1010.11 and authorized by F.S. 215.85. These procedures shall be in accordance with F.S. Chapter 668. These procedures will provide cash disbursement guidelines to ensure that funds are disbursed only for valid business purposes after approvals by authorized persons and in compliance with applicable donor, sponsor and/or regulatory requirements.

Procedure

- A. FSCJ utilizes electronic funds transfer (EFT) to make payments to vendors, employees and students. These EFT transactions include payroll direct deposits, Automated Clearing House (ACH) and wire transfers to vendors and students, wire transfers of investments, and ACH receipts for grants and other funds.
- B. Procedures for electronic payments must include separation of duties, dual authorizations, and other procedures to ensure proper internal controls. While procedures may vary depending on the type of electronic payment, the following controls are mandatory for all electronic payments:
 1. No employee is allowed to both initiate and approve any form of electronic payment.
 2. Supporting documents must be provided before initiating an electronic payment. These documents should include the payee's name and address, payment instructions, payment amount and a properly approved voucher or payroll entry.
 3. Digital certificates, tokens or other security measures must be in place with the financial institution.
 4. All electronic payments must be supported by transactions in the College's financial system.
 5. The Controller, or designee, will verify evidence of each completed electronic payment.
- C. The Controller's Office maintains detailed procedures outlining processes for accounts payable, payroll, procurement card, and fuel card payments along with processes for transfers and direct debits to College bank accounts.

REFERENCES: F.S. 215.85, Chapter 668, 1001.64, 1001.65, 1010.11

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