



6.1.15 Electronic Fund Transfers (EFT) by Federal and Other Agencies

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| Chapter 6 - Fiscal | Original Effective Date: July 2000 |
| Section: 6.1 Accounting | Date Last Reviewed: September 2008 |
| Responsible Entity: Assistant Vice President for Business Affairs | Date Last Revised: September 2008 |

I. Purpose

To establish the process for electronic fund transfers to UT Health San Antonio by federal and other agencies.

II. Scope

This policy applies to all individuals and institutions that request to participate in the electronic fund transfer with UT Health San Antonio.

III. Policy

The following procedures should be followed for any EFTs to UT Health San Antonio's (UTHSA) bank account to ensure payments are properly credited to institutional project ID's:

- A. A special bank account has been designated for the receipt of EFT remittances. EFT enrollment forms from Federal or other agencies should be forwarded to the Cash Manager in the Accounting Office. Do not send these forms directly to the agency. These forms will be processed by the Accounting Office and forwarded to the respective agencies. The Cash Manager maintains the official log of all entities approved for EFT payor status.
- B. The payor should include your institutional project ID number in the payment information included with the EFT. EFT payments have electronic “addenda records” attached to them. These addenda records each contain several fields. At least one of these fields should contain your project ID number. The safest way to ensure this occurs is for the department to contact the agency directly, as well as making this intent clear on the invoice. This will help the Accounting Office to credit the proper project ID when payment is received.

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- C. When you invoice an EFT payor, send a [Payment by Electronic Funds Transfer request](#) to the Accounting Office, Attention Cash Manager. Fill out the project ID number, amount billed, invoice number, payor, and a short description. The Cash Manager maintains an account for all unclaimed EFT payments. The form will be used to identify amounts in the unclaimed EFT payment project ID, which need to be transferred to a departmental project ID.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

| Effective Date | Action Taken | Approved By | Date Approved |
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| 07/2000 | Policy Origination | Executive Committee | 07/2000 |
| 09/2008 | Policy Review | Executive Committee | 09/2008 |
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