

BFA Administrative Detail: #30-9

Automated Clearing House (ACH) Account Change Requests

1.0 PURPOSE

The purpose of this process is to add a level of risk mitigation for potential fraudulent account changes and strengthen the controls to prevent losses due to cyber-crime or other duplicitous actions.

2.0 OVERVIEW

Requesting specific vendor information will provide a clear constraint from random, fraudulent account change requests. The required email verification will serve to provide positive confirmation from a known individual connected to the vendor.

3.0 PROCEDURES

Requests for changes to ACH accounts by vendors should be initiated through the Procurement and Contracts email address.

All ACH account changes with require the following:

1. A new 204 from the vendor;
2. Completion of the revised ACH EAF (Rev. 3/2017);
3. A verification email will be sent to the contact email on file, confirming the vendor did, indeed, request the account change;
4. First level review and recommendation by the receiving Buyer;
5. Second level review and approval by the Procurement Manager, or in his/her absence, the Procurement Director;
6. All change request documentation, including approval and any notes of telephonic conversations will be kept in the contracting file, located in the G-drive.

4.0 CONTACTS

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Approved by: _____

Title: _____ Date: _____

REVISION TRACKING

Document Title: Automated Clearing House (ACH) Enrollment – Account Change Requests

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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
	Click here to enter name of Person Revising.	Copy and paste to new template	Click here to enter Sections Revised.

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
	Y. Trinidad	