**GRANT PAYMENTS BY WIRE**

August 29, 2012

Large grant payments or payments imperative to the grantee receiving immediately are sometimes made by transferring funds by wire from the Foundation to the grantee.

The Grants Administrator requests approval for the wire transfer from the VP-Finance via email and then informs the Program Assistant and Controller (with a cc to VP-Finance) that a wire was approved. In the email, she confirms payment date with Controller to make sure Finance staff is available.

The Program Assistant contacts the grantee to request or confirm banking instructions, which she will send to the Controller. (A form is available, but not required, to insure pertinent information is not overlooked. It can be found at: H:\Records\Grants\Wire-Int’l Cable Instructions\ Wire\_Transfer\_Information\_Form.)

The Grants Administrator completes the normal grant process for obtaining the grant agreement, verifying charitable status, etc., then prepares the Grant Payment Approval Form for signature, and provides the signed form to the Controller.

The Controller enters the transaction in the on-line banking system and works with the custodian through the process. The Accountant or the VP-Finance double-checks the information and provide verification of the bank’s transaction. A wire transfer requires two finance staff approvals before the transfer can be completed. The grantee is asked to notify the Foundation when the funds have been received.

Wires cannot be sent until we have the wire instructions and approval form; all documentation must be received by 10:00 am CT to send out a wire the same day.

Wires have to be initiated by 12:45 CT because the custodian sweeps all cash out of the Foundation’s account at 1:00 CT to invest it overnight.  We cannot send out a wire after that time or we will have an overdraft in our account.

Foreign grant wire instructions need to be verified several days in advance of funds transfer so our custodian can verify the instructions are complete because they require information not needed for domestic grants.

The Controller will give the Grants Administrator (and Program Assistant, if it’s a foreign grant) the Federal Reference Number.

When the transaction is complete, she marks the scheduled wire payment as paid, selecting the “wire” box on the payment screen and types “Wire” in the notes field.