

CASH MANAGEMENT AGENCY MANUAL		NUMBER 02 18 08.PO
OFFICE OF THE STATE TREASURER	POLICY	EFFECTIVE December 1, 2006
CHAPTER	AUTOMATED CLEARING HOUSE (ACH)	
PART	INCOMING ACH	
SECTION		APPROVAL

Authority ORS 293.875

PURPOSE OF THE POLICY

- .101 This policy documents requirements and responsibilities for agencies receiving incoming ACH transactions. Failure to comply with these requirements may result in losses to the agency or the agency's customers, vendors, or clients.

AGENCY RESPONSIBILITIES

- .102 Agency is responsible for completing the payment information forms and obtaining appropriate approvals. The State Treasurer's Office approval, as the Financial Institution, is required before an agency receives incoming ACH transactions.
- .103 Only incoming ACH credit transactions (increasing agency cash) are allowed. **The Treasurer's Office will return any incoming ACH debit transactions that are not returned items or reversals back to the originator.**