

**SONOMA COUNTY OFFICE OF EDUCATION  
REQUEST FORM FOR WIRE TRANSFER**

Date: \_\_\_\_\_  
To: Christy Arend, Director External Payroll and Finance  
CC: Janelle Sarsfield and Thuan Pham  
From: \_\_\_\_\_  
Re: \_\_\_\_\_

This request authorizes the Sonoma County Treasurer to transfer from \_\_\_\_\_

School District from district fund \_\_\_\_\_ Dept Id # \_\_\_\_\_, in the amount of

\$ \_\_\_\_\_. *Note: Please include the Crosswalk Fund and Department ID*

To be Credited to: \_\_\_\_\_ (Vendor name), Supplier ID: \_\_\_\_\_

ABA #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Beneficiary Address: \_\_\_\_\_

Acct #: \_\_\_\_\_

IBAN: \_\_\_\_\_

(for cross-currency payments only; provided by the beneficiary)

Ref: \_\_\_\_\_

Attn: \_\_\_\_\_

Please process this transaction on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I, the undersigned hereby certify that I am the authorized signer on behalf of the LEA and that by signing this form I certify under penalty of perjury that the information above is true and correct. I acknowledge and authorize SCOE to complete the [County of Sonoma Wire Transfer Form](#) on the LEA's behalf using the information contained in this form. By signing below, I certify there are sufficient funds in this account and authorize the wire transfer from this account.

***(Please include with this request form a Fiscal91 County Object Summary verifying cash in hand for this fund)***

Dated: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

ACCOUNT CODE TO CHARGE \_\_\_\_\_

PLEASE SCAN AND EMAIL THIS REQUEST TO [carend@scoe.org](mailto:carend@scoe.org), [jsarsfield@scoe.org](mailto:jsarsfield@scoe.org), [jliu@scoe.org](mailto:jliu@scoe.org) and [tpham@scoe.org](mailto:tpham@scoe.org) PROCESS DATE ABOVE WILL BE THE DAY THE FUNDS ARE TRANSFERRED TO THE VENDOR.

**Please note: The minimum amount for Wire Transfer is \$100,000 unless there is a justifiable critical business need that will be vetted by the Assistant Treasurer - Tax Collector**