This AUTM Policy was amended by the AUTM Board of Directors on the following date(s):
May 19, 2016; May 4, 2017

All AUTM wire transfers will be disbursed from Kellen Company’s Atlanta office according to the following steps:

* AUTM purchases are initiated by the staff team based on the approved budget.
* Once the service is provided or the asset received, a voucher is prepared indicating verification of vendor performance (quality & timeliness) and price.
* The voucher is coded to the appropriate general ledger budget account by the expense originator (AUTM’s Meeting Manager, Communications Manager, Administrator, etc.).
* The voucher is then provided to the Administrative Director for approval.
* Once approved, a description of each wire transfer (amount, payee, and purpose) will be provided to both the Treasurer and Chief Executive Officer for their approval prior to initiating the wire transfer.
* Once approved, the voucher is sent to Accounts Payable for independent review, including vendor, coding, accounting treatment (pre-paid accrual or capitalization etc.) and math/price extensions.
* Once approved, the Accounting and Finance Administrator initiates a wire transfer in U.S. dollars only. [Policy: U.S. Funds](https://autm.policytech.com/docview/?docid=69)
* Kellen’s Corporate Controller (completely independent of Kellen’s Association Controllers) releases the wire.

Also see Policy: Check Disbursement