

Title:	Authentication of Payment Requests	Effective Date:	02/23/2022
Author:	Shirley Greenlee	Last Review Date:	
Location:	All Locations	Last Revision Date:	
Functional Area:	Accounting		

POLICY

Liberty Healthcare Corporation is committed to ensure the accuracy of vendor information necessary for payment processing. This policy helps reduce the risk of a social engineering loss through written and documented call back verification procedures.

PROCEDURE

1. Authentication of Changes to Vendor Information

- Vendor payment information is maintained in Sage100 accounting system to which access is limited to designated accounting personnel.
- A request to make changes to vendor payment information including address changes, bank account, routing number or contact information will be authenticated with a phone call to an authorized representative of the vendor at a pre-determined number provided at the time of contracting. If no number was provided at the time of contracting, do NOT call the number provided in conjunction with the change request. Instead, work with the SVP of Finance to determine an alternate procedure to validate the request.
- This authentication process will be completed and noted in the Sage100 vendor maintenance memo field prior to any vendor changes and related check, or wire transfer of funds being made.

2. Authentication of Requested Wire Transfers

- Wire transfers require two designated accounting personnel to process.
- Requested wire transfers by an owner, officer or employee requires a call back to the requestor at a pre-determine telephone number or with a face-to-face confirmation.
- Wire transfers requested by anyone other than the President shall only be initiated after written approval by the President. Wire transfers, other than those established to pay certain routine and recurring transactions, are expected to be rare.
- This authentication process will be completed prior to any owner, officer or employee requested wire transfer of funds being made.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	02/23/2022	Shirley Greenlee	Policy Created