



TEXAS BOARD
OF
PARDONS AND PAROLES

Number: BPP-DIR.141.320

Date: July 3, 2018

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Supersedes: July 12, 2013

BOARD DIRECTIVE

SUBJECT: BUDGET EXPENDITURE APPROVAL

PURPOSE: To establish procedures for budget and expenditure transactions in order to ensure the availability of funds for all Board activities, provide for appropriate oversight of expenditures, and expedite the purchase of goods and services.

AUTHORITY: Texas Government Code Sections 508.035(d)(1) and 508.036(e)

DISCUSSION: The Board of Pardons and Paroles (Board) is required to prepare, approve, and submit a legislative appropriations request that is separate from the legislative appropriations request for the Texas Department of Criminal Justice (TDCJ) and is used to develop the Board's budget structure. The Board shall maintain the Board's legislative appropriations request and budget structure separately from those of the TDCJ.

PROCEDURES:

- I. The Presiding Officer (Chair), as authorized by Section 508.035(d)(1), Government Code, hereby delegates the authority to approve budget expenditures to the designated staff identified in this directive.
- II. The following budget activities are subject to the approvals as indicated:
 - A. Legislative Appropriations Request – The amount of funds necessary to conduct the operations of the Board shall be determined by the Budget Director as specified by the Board.
 - B. Internal Operating Budgets – Internal operating budgets shall be developed annually by the Budget Director within available funds appropriated to the Board by the Texas Legislature.
 - C. Expenditure Line Item Transfer – The Budget Director may transfer funds within expenditure classifications up to \$15,000 to expedite the processing of Board purchase vouchers. The Budget Director shall notify (in writing) the Chair of all budget transfers of more than \$15,000.

- III. To ensure that the Board operates within its operating budget, the purchase of goods and services will be reviewed and approved in advance. In addition to the approvals set forth herein, the Budget Director must denote funds availability prior to the expenditure of funds in excess of \$5,000.
- A. Employee Salaries - Approval to fill vacant positions rests with the Budget Director as indicated by approving the request for job posting. All new positions require the approval of the Chair subsequent to funds availability determination by the Budget Director.
 - B. Professional Fees - All contracts for the provision of professional services must be approved in advance by the Chair. Outside Counsel Agreements for purposes of representation of releasees in the revocation process must be approved by the Board Administrator and Budget Director.
 - C. Temporary Services - The use of temporary services must be approved in advance by the Chair or Board Administrator. The Board Administrator may approve all requests up to \$10,000 with the Budget Director's funds availability statement, with requests over that amount requiring approval by the Chair.
 - D. Travel/Registrations
 - 1. Board Office - All expenses for travel incurred for attendance at Board meetings or to conduct other Board business requires approval by the Board Member designated as coordinator of the requesting member's Board office. All travel fees for conferences must be approved in advance by the Chair.
 - 2. Other Offices - All expenses for travel for personnel of the Hearings and Clemency Sections, Institutional Parole Operations, Public Information Office, and General Counsel's Office must be approved by the immediate supervisor, Board Administrator, or Chair.
 - E. Consumable Supplies
 - 1. Board Office - Purchase of consumable supplies must be approved by the Board Member designated as coordinator of the requesting member's Board office and will be forwarded to the Board Administrator for processing.
 - 2. Other Offices - Purchase of consumable supplies for the Hearings and Clemency Sections, Institutional Parole Operations, Public Information Office, and General Counsel's Office must be approved by the manager of those sections and forwarded to the Board Administrator or designee for processing.

3. Approval -The Budget Director and Board Administrator must approve all requests up to \$7,500, with requests over that amount requiring approval by the Chair.
- F. Membership/Dues - All memberships must be in the name of the Board of Pardons and Paroles and must be approved in advance by the Chair.
- G. Subscriptions/Periodicals - All subscriptions for newspapers/periodicals must be in the name of the Board of Pardons and Paroles and approved in advance by the Chair.
- H. Furniture/Equipment
1. Board Office - Purchase requisitions in excess of \$500 require approval of the Board Member designated as coordinator of the requesting Member's Board office and will be forwarded to the Board Administrator or designee for processing.
 2. Other Offices - Purchase requisitions for furniture and equipment in excess of \$500 per item must be approved by the Board Administrator or designee.
 3. Replacement/New Furniture and Equipment - The Board Administrator may approve all requests for replacement furniture and equipment up to \$10,000, with requests for new furniture or equipment requiring approval by the Chair.
- I. Equipment Rentals/Maintenance Agreements - All agreements for maintenance of Board equipment and for the lease of equipment must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$7,500, with requests over that amount requiring approval by the Chair.
- J. Janitorial/Custodian Services Agreements - All agreements for janitorial and custodian services for the Board offices must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$7500, with requests over that amount requiring approval by the Chair.
- K. Litigation – All request for payments related to litigation must be approved by the Chair. The General Counsel will obtain approval from the Chair for all litigation-related requests after a request for payment is received from the Office of the Attorney General. The General Counsel will notify the Budget Director of all requests.
- IV. Disbursement of Board funds shall be authorized by the submission of State of Texas purchase vouchers or other payment authorization specified by the State Comptroller of Public Accounts. Approval signatures for Board vouchers shall be those authorized by the Chair.

SIGNED THIS, THE 3RD DAY OF JULY, 2018.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

** Signature on file.*