



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 141.320**

**Date: July 20, 2020**

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**Supersedes: July 3, 2018**

## **BOARD DIRECTIVE**

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**SUBJECT: BUDGET EXPENDITURE APPROVAL**

**PURPOSE:** To establish procedures for budget and expenditure transactions in order to ensure the availability of funds for all the Board of Pardons and Paroles 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, 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 Presiding Officer 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 Presiding Officer 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 Presiding Officer. 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 Presiding Officer 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 Presiding Officer.
  - D. Travel/Registrations
    - 1. Board Office
      - (a) All expenses for travel incurred by an employee 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.
      - (b) All travel fees for conferences must be approved in advance by the Presiding Officer.
      - (c) All travel arrangements must be made by the Board Member or employee who has been approved to travel or their designee. This includes hotel, airfare and rental cars, for Board meetings, conferences or other Board business.
    - 2. Other Offices
      - (a) All expenses for travel for personnel of the Hearings and Clemency Sections, Institutional Parole Operations, Public Information Office, Financial Operations and General Counsel’s Office must be approved by the immediate supervisor, Board Administrator, or Presiding Officer.

(b) All travel arrangements must be made by the employee who has been approved travel or their designee. This includes hotel, airfare and rental cars, for Board meetings, conferences or other Board business.

3. Conference Registration/Meetings/Training – A decision memorandum is required for all conference registration, Board meetings and trainings. The decision memorandum must include registration costs, if any, and travel expenses, and must be approved by the Presiding Officer and Budget Director.

**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 by email to the Board Finance Office 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 by email to the Board Finance Office 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 Presiding Officer.

**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 Presiding Officer.**

**G. Subscriptions/Periodicals – All subscriptions for newspapers/periodicals must be in the name of the Board of Pardons and Paroles. A decision memorandum will be prepared justifying the membership and approved by the Presiding Officer.**

**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 by email to the Presiding Officer and Board Administrator or designee and the Board Finance Office 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 and forwarded to the Board Finance Office for processing.
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 Presiding Officer. The Board Administrator will submit an email to the Presiding Officer requesting approval and once approved, forward the email to the Board Finance Office for processing.

- 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 Presiding Officer.
  - 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 Presiding Officer.
  - K. Litigation – All request for payments related to litigation must be approved by the Presiding Officer. The General Counsel will submit and obtain approval from the Presiding Officer 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 Presiding Officer.

**SIGNED THIS, THE 20<sup>TH</sup> DAY OF JULY, 2020.**

**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**

*\*Signature on file.*