



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.320

Date: March 1, 2024

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Supersedes: February 27, 2023

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 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 Director of Financial Operations as specified by the Board.
 - B. Internal Operating Budgets – Internal operating budgets shall be developed annually by the Director of Financial Operations within available funds appropriated to the Board by the Texas Legislature.
 - C. Expenditure Line-Item Transfer – The Director of Financial Operations may transfer funds within expenditure classifications to expedite the processing of Board purchase vouchers. The Director of Financial Operations shall notify the Presiding Officer, and obtain approval of all budget transfers.

- III. To ensure that the Board operates within its budget, purchases for goods and services will be reviewed and approved in advance. In addition to the approvals set forth herein, the Director of Financial Operations must denote funds availability before the expenditure of funds in excess of \$10,000.
- A. Employee Salaries – The Director of Financial Operations approves funding availability for a vacant position when the request for job posting is approved. All new positions require the approval of the Presiding Officer subject to the fund’s availability determination by the Director of Financial Operations.
 - B. Professional Fees – All contracts for professional services must be approved in advance by the Presiding Officer. However, Outside Counsel Agreements for the representation of releasees in the revocation process must be approved by both the Board Administrator and Director of Financial Operations.
 - 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 \$20,000 with the Director of Financial Operation’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 require 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.

3. Approval –
 - a. All requisitions that exceed \$10,000 must be approved by the Presiding Officer prior to purchasing.
 - b. Any purchase of furniture or equipment processed by Financial Operations must be entered into the Lonestars System for approval.
 - c. Approval must be obtained from a designee of Hearing Operations, Support Operations, or Institutional Parole Operations; the Board Administrator; and the Director or Deputy Director of Financial Operations.
- I. Equipment Rentals/Maintenance Agreements – All agreements for the maintenance of Board equipment and the lease of equipment must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$10,000, 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 \$30,000, 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 following receipt of a request for payment from the Office of the Attorney General. The General Counsel will notify the Director or Deputy Director of Financial Operations 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 1ST DAY OF MARCH, 2024.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*