

**TEXAS BOARD
OF
PARDONS AND PAROLES

POLICY BOARD**

Number: BPP-DIR. 99-10.01

Date: October 14, 1999

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DIRECTIVE

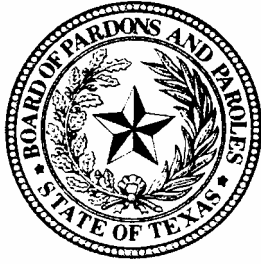
Supersedes: 98-5.01 dated 6-4-98

SUBJECT: BUDGET EXPENDITURE APPROVAL

PURPOSE: TO ESTABLISH A FORMAL BOARD OF PARDONS AND PAROLES PROCEDURE 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.

DIRECTIVE:

- A. THE FOLLOWING BUDGET ACTIVITIES ARE SUBJECT TO THE APPROVALS INDICATED:
1. Request for Legislative Appropriations – The amount of funds necessary to conduct the operations of the Board shall be determined by the TDCJ Budget Office in conjunction with needs specified by the Board of Pardons and Paroles Policy Board.
 2. Internal Operating Budgets – Internal operating budgets shall be developed annually by the TDCJ Budget Office within available funds appropriated to the Board of Pardons and Paroles by the Texas Legislature.
 3. Expenditure Line Item Transfer – The TDCJ Budget Office may transfer funds within expenditure classifications up to \$5,000 to expedite the processing of Board purchase vouchers. The Presiding Officer of the Board of Pardons and Paroles (hereinafter referred to as Chairman) shall be notified of all budget transfers. Budget transfers in excess of \$5,000 require formal approval of the Chairman in advance of the transfer.
- B. 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 OFFICE MUST DENOTE FUNDS AVAILABILITY PRIOR TO THE EXPENDITURE OF FUNDS IN EXCESS OF \$500.00.



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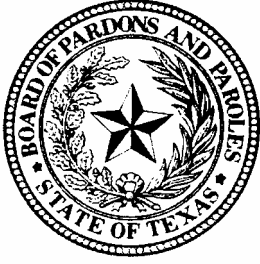
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- Employee Salaries Approval to fill vacant positions rests with the Budget Office as indicated by approving the request for job posting. All new positions require the approval of the Chairman subsequent to funds availability determination by the Budget Office.
- Professional Fees All contracts for the provision of professional services must be approved in advance by the Chairman. Outside Counsel Agreements for purposes of representation of releasees in the revocation process may be approved by the Board Administrator.
- Temporary Services The use of temporary services must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$7500.00, with requests over that amount requiring approval by the Chairman.
- Travel/Registrations All expenses for travel incurred for attendance at board meetings or to conduct other Board business requires approval by the Policy Board member designated as coordinator of the requesting member's board office. All travel fees for conferences must be approved in advance by the Chairman. All expenses for travel for personnel of the Hearings and Clemency sections may be approved by the Board Administrator.
- Consumable Supplies Purchase of consumable supplies up to \$250.00 per item must be approved by the Policy Board member designated as coordinator of the requesting member's board office and will be forwarded to the Board Administrator for processing. Purchase of consumable supplies for the Hearings and Clemency sections up to \$150.00 per item may be approved by the Assistant Directors of Administration, Board Review and Hearings. Purchase of consumable supplies in excess of \$150.00 per item must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$7500.00, with requests over that amount requiring approval by the Chairman.
- Membership/Dues All memberships must be in the name of the Board of Pardons and Paroles and must be approved in advance by the Chairman.
- 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 Chairman.



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Furniture/Equipment Purchase requisitions for furniture and equipment in excess of \$250.00 per item must be approved by the Board Administrator. Purchase requisitions of items having a unit value of \$250.00 or less require approval of the Policy Board member designated as coordinator of the requesting member's board office and will be forwarded to the Board Administrator for processing. Purchase requisitions for the Hearings and Clemency sections for items having a unit value of \$150.00 or less may be approved by the Assistant Directors of Administration, Board Review and Hearings. The Board Administrator may approve all requests up to \$7500.00, with requests over that amount requiring approval by the Chairman.

Equipment Rentals/
Maintenance All agreements for maintenance of Board equipment and for the lease of
Agreements. equipment must be approved in advance by the Board Administrator.
The Board Administrator may approve all requests up to \$7500.00, with requests over that amount requiring approval by the Chairman.

C. 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 BOARD OF PARDONS AND PAROLES.

EFFECTIVE BY MAJORITY VOTE OF THE POLICY BOARD ON THE 14th DAY OF October, 1999.

GERALD GARRETT, PRESIDING OFFICER (CHAIR)

** Signature on file.*