

Chapter: General Financial Provisions
Rule: Signatory Authority

Effective Date: 8/28/98, T-43

Page: 1 of 1

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ACA Standard(s): 3-JTS-1B-03

(a) **Policy.**

The Texas Youth Commission (TYC) assigns persons in certain job positions the authority to sign various financial documents, to enter various financial data, and to release financial information through statewide accounting applications.

(b) **Rules.**

- (1) The TYC Board delegates authority to the executive director to designate persons with signatory authority for payment documents (purchase, payroll, construction and travel vouchers).
 - (2) The list of persons with signatory authority is filed with the state comptroller's office designating authority to approve and release payment documents through the Uniform Statewide Accounting System.
 - (3) The controller approves internal signature authorization forms from field staff. (TYC forms ACC-601 through ACC-608.)
 - (4) The assistant deputy executive director for financial support files signature cards of persons designated to make transactions with banks.
 - (5) Signatory authority for items (1)-(4) may not be delegated to any other staff member.
 - (6) A signature stamp or facsimile signature is not allowed on items (1)-(4).
 - (7) Signatory authority duties are assigned in a manner to maximize accountability and internal control.
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