



Transmittal Memo

TO: TJJJ Staff
FROM: Executive Office, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: May 13, 2025

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect **today, May 13, 2025**.

Summary of Changes

GAP.03.01 Administrator's Responsibility – REPEAL

GAP.05.05 Monitoring – REPEAL

GAP.10.01 Maintenance and Construction

- Clarified that *in accordance with GAP.385.1101, the TJJJ Governing Board approves* (rather than makes) the final selection of architectural/engineering service providers.
- Clarified that all contracts are encumbered *by the contracts department within central support services and the funds are encumbered on the purchase orders associated with each contract*.
- Clarified that alterations or major repairs to be funded out of regular operating appropriations must be included in the current budget *and* (rather than *or*) have an approved budget amendment *and purchase order* prior to the obligation or expenditure of funds.
- Clarified that alterations and major repairs must be approved by the *decision authority established for the anticipated cost by TJJJ's purchasing approval matrix*.