State Comptroller Signature Cards

Revised: 06/10
FSS/PPS No. 03.01.08
Issue No. 3
Reviewer: Director, Accounting
Effective Date: 11/10/96 (E6Y)
Review Date: 02/16

01. PURPOSE

01.01 This PPS establishes policy for filing signature authorization cards with the State Comptroller

02. POLICY

02.01 The State Comptroller requires authorization signature cards for University officials who are authorized to sign state vouchers (TEX. REV. CIV. STAT. ANN. ART. 6252-5, Section 1). A letter from the President of Texas State must be submitted with the signature cards indicating approval of the individuals given signature authority.

02.02 If additional individuals have been designated to approve the University's expenditures, a letter must accompany the signature cards. The letter must state that the individuals who are to be added to the university's voucher signature cards are designated to approve the university's expenditures; the name of the person who made the designations and the effective date of the designations. Each person who is being newly designated to approve expenditures must sign the voucher signature card. The signature must be original and may not be stamped. The signature must reflect the person's current legal name. The person's payee identification number must be printed on the card.

02.03 Each individual who has been designated to approve expenditures by release of batches in USAS at Texas State must sign a statement indicating their understanding of the legal significance of their actions to fulfill the requirements of Paragraph (4)(C) of Section 5.61 of the Texas Administrative code Title 34, Part 1.

02.04 If an individual having signature authority terminates employment with the University, the Director of Accounting will notify the State Comptroller, no later than the fifth day after the effective date of that employee's termination to deactivate the user id, a person must be removed from the signature cards within ten days. The letter must state that individuals who are to be removed from the university's voucher signature cards are no longer authorized to approve the university's expenditures, the name of the person who is making the revocation, and the effective date of the revocations. There is no need to submit new signature cards just because a person has terminated employment.

02.05 On August 1 of each odd-numbered year the Director of Accounting will review the signature authorization cards to ensure that all signatures on file with the State...
Comptroller are valid. Additionally, the Director of Accounting will review the acknowledgements of legal significance of releasing batches in USAS to ensure that all authorized person have a signed acknowledgement on file.

All information, including the new voucher signature cards, corresponding letters and any other related documentation must be sent to the Comptroller's Office and Claims Division.

03. **MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

Major responsibilities for routine assignments associated with this PPS include the following:

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04. **CERTIFICATION OF STATEMENT**

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Accounting, Reviewer

Associate Vice President, Financial Services

Vice President for Finance and Support Services

Approved: __________________________

Reviewer

Approved: __________________________

Reviewer
Approved: ________________________________

Vice President for Finance
and Support Services