**State Comptroller Signature Cards FSS/PPS No. 03.05 (03.01.08)**

**Issue No. 5**

**Effective Date: 02/20/2023  
Next Review Date: 12/01/2029 (E6Y)  
Sr. Reviewer: Director, Accounting**

**POLICY STATEMENT**

*Texas State University is committed to maintaining clear, documented procedures related to signature cards required by the Comptroller.*

**01. SCOPE**

01.01 This policy and procedure statement establishes policy for filing signature authorization cards with the State Comptroller, establishing and removing authority and security to approve expenditures.

**02. POLICY**

02.01 The State Comptroller requires authorization signature cards for university officials who are authorized to sign state vouchers (additional information can be found in the [State Comptroller Fiscal Policies and Procedure website](https://fmx.cpa.texas.gov/fmx/systems/secauth/authority.php)). A letter from the president of Texas State University must be submitted with the signature cards indicating approval of the individual’s given signature authority.

02.02 If additional individuals have been designated to approve the university's expenditures, a letter from the university president (as described in Section 02.01) 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 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 the Uniform Statewide Accounting System (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](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=197133&p_tloc=&p_ploc=1&pg=3&p_tac=&ti=34&pt=1&ch=5&rl=57).

02.04 If an individual with signature authority terminates employment with the university, the director of Accounting will notify the State Comptroller and the university’s Agency Security Coordinator, no later than the fifth day after the effective date of that employee's termination. 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.

**03. REVIEWERS OF THIS PPS**

03.01 Reviewers of this PPS include the following:

Position Date

Director, Accounting December 1 E6Y

Assistant Director and Agency December 1 E6Y

Security Coordinator

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Accounting; senior reviewer of this PPS

Associate Vice President for Financial Services

Vice President for Finance and Support Services