

1. Title

Procedures for Establishing and Removing Signature Authority with the Texas Comptroller of Public Accounts

2. Policy

- Sec. 1 Requirement. At the direction of the Texas Comptroller of Public Accounts (Comptroller), University of System institutions are to utilize certain procedures to notify that office of employees that can approve agency expenditures. These employees are placed on the agency's voucher signature card.
- Sec. 2 Reason for Policy. This policy is necessary so that there are clear, documented procedures related to signature cards required by the Comptroller. Should the U. T. System submit incomplete signature cards or not obtain proper sign-off by the appropriate official at the institution per the requirements, the result could be rejected or delayed processing of institution payments. The signature authority allows approval of Uniform Statewide Accounting System (USAS) payment documents, the Uniform Statewide Payroll/Personnel System (USPS) and the Standardized Payroll/Personnel Reporting System documents, and vouchers submitted to the Comptroller on paper.
- Sec. 3 Signature Card Changes. When a change is needed to add an authorized approver, a signature card must be submitted to the Comptroller, along with instructions as to what changes the agency desires. A complete set of all authorized signatures is **not** required by the Comptroller. Rather, changes can be requested, such as requests to add or delete one or more signatures. Instructions, signed by the authorized person requesting the change, should accompany the signatures provided. If the agency chooses to submit all new signatures, they may do so and instructions in the transmittal letter should request the destruction of the old card to be replaced with the new card.
- Sec. 4 Termination of Authorized Signers. The Comptroller should be notified in writing within five days of the termination of any authorized signer. The notification letter may be mailed to Attn: Signature Card Analyst, Fiscal Management, 9th Floor, Comptroller of Public Accounts, 111 East 17th Street, Austin, TX 78774-001.
- Sec. 5 Required Approvals. All signature authorizations should be approved by the president of the submitting institution or the Chancellor. Notifications sent to the Comptroller requesting changes to a signature

card must be signed by the president of the submitting institution or the Chancellor.

**3. Definitions**

Signature Card - The postcard-sized document that a State agency submits to the Comptroller to identify the signature of each individual who is authorized to approve the agency's vouchers.

**4. Relevant Federal and State Statutes**

Texas Government Code [Section 2103.061](#)

[34 Texas Administrative Code](#) Section 5.61

Texas Comptroller of Public Accounts, [Procedures for Establishing and Removing Authority and Security to Approve Expenditures](#)

Texas Comptroller of Public Accounts, [State of Texas Purchase Policies and Procedures Guide](#)

Texas Comptroller of Public Accounts, [Payroll Policies and Procedures Guide](#), August 2000

**5. Relevant System Policies, Procedures, and Forms**

[Suggested Transmittal Letter](#)

Signature cards may be obtained from the Signature Card Analyst, Fiscal Management, 9th Floor, Comptroller of Public Accounts, 111 East 17th Street, Austin, TX 78774-001, or by phone at 512-463-4258.

**6. Who Should Know**

Chief Business Officers

**7. System Administration Office(s) Responsible for Policy**

Office of the Controller

**8. Dates Approved or Amended**

August 1, 1990

April 21, 2010

December 15, 2010

**9. Contact Information**

Questions or comments about this policy should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)