



# UT System Administration Policy Library – Policy UTS104 Procedures For Submitting Signature Authorizations To State Comptroller For All Vouchers, Etc.

Responsible Officer: Executive Vice Chancellor for Business Affairs  
Sponsoring Office: Office of the Controller  
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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## CONTENTS

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**Policy Statement**

**Rationale**

**Scope**

**Website Address For This Policy**

**Related Statutes, Policies, Requirements Or Standards**

**Contacts**

**Definitions**

**Responsibilities**

**Procedures**

**Forms Tools/Online Processes**

**Appendix**

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## **POLICY STATEMENT**

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At the direction of the Claims Division of the State Comptroller's Office UT System Institutions are to utilize certain procedures to notice that office of delegations approving vouchers and submission of signature cards.

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## **RATIONALE**

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This policy is necessary so that there are clear, documented, procedures related to signature cards required by the State Comptroller's Office. Should the UT System submit incomplete signature cards, or not obtain proper sign-off by the appropriate official at the university per the requirements; the result could be rejected or delayed processing of university payments.

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## **SCOPE**

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All institutions and UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/uts104.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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<b>UT System Administration Policies &amp; Standards</b>	<b>Other Statutes, Policies &amp; Standards</b>
	<ul style="list-style-type: none"><li>• <i>Texas Government Code</i> <a href="#">§2103.061</a></li><li>• <a href="#">34 Tex. Admin. Code</a> §5.61</li><li>• Texas Office of the Comptroller, <a href="#">State of Texas Purchase Policies</a></li></ul>

	<p><a href="#">and Procedures Guide</a>, July 2004</p> <ul style="list-style-type: none"> <li>• Texas Office of the Comptroller, <a href="#">Payroll Policies and Procedures Guide</a>, August 2000</li> </ul>
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## CONTACTS

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If you have any questions about UT System Administration Policy UTS 104, *Procedures for Submitting Signature Authorizations To State Comptroller For All Vouchers, Etc*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of the Controller	512-499-4527	<a href="mailto:controllersoffice@utsystem.edu">controllersoffice@utsystem.edu</a> <a href="http://www.utsystem.edu/cont/">http://www.utsystem.edu/cont/</a>

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## DEFINITIONS

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

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## RESPONSIBILITIES

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### UT Institution staff member

- Submits signature card to State Comptroller's Office.

### President or Chancellor of Submitting Institution

- Approves and certifies all signature certifications.

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## PROCEDURES

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1. When a change is needed for authorized signatures for approving vouchers, a signature card must be submitted to the State Comptroller's Office, Claims Division, 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.
2. The Comptroller's Office should be notified in writing within 5 days of the termination of any authorized signer. The notification letter may be mailed, or faxed to 512-475-0588.
3. All signatures authorization should be approved by the president or the chancellor of the submitting institution.

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## FORMS AND TOOLS/ONLINE PROCESSES

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### [Suggested Transmittal Letter](#)

Signature cards may be obtained from the Claims Division, LBJ State Office Building, 111 East 17<sup>th</sup> Street, Austin, Tx 78744, or by phone at 512-463-4258.

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## APPENDIX

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None

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Keywords: vouchers, authorizations, voucher, authorization, signatures, administrative, accounts receivable

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