



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.320

Date: October 24, 2025

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Supersedes: April 4, 2025

BOARD DIRECTIVE

SUBJECT: **BUDGET EXPENDITURE APPROVAL**

PURPOSE: To establish procedures for budget and expenditure transactions to ensure the availability of funds for all Board of Pardons and Paroles activities, provide for appropriate oversight of expenditures, and expedite the purchase of goods and services.

AUTHORITY: Texas Government Code Sections 508.035(d)(1) and 508.036(e)

DISCUSSION: The Board of Pardons and Paroles (Board) is required to prepare, approve, and submit a legislative appropriations request which is used to develop the Board's budget structure and is separate from the Texas Department of Criminal Justice's (TDCJ) legislative appropriations request. The Board shall maintain its legislative appropriations request and budget structure separately from those of the TDCJ.

PROCEDURES:

- I. The Presiding Officer, as authorized by Section 508.035(d)(1), Government Code, hereby delegates the authority to approve budget expenditures to the designated staff identified in this directive.
- II. The following budget activities are subject to the approvals as indicated:
 - A. Legislative Appropriations Request – The amount of funds necessary to conduct the operations of the Board shall be determined by the Chief Financial Officer as specified by the Board.
 - B. Internal Operating Budgets – Internal operating budgets shall be developed annually by the Chief Financial Officer within available funds appropriated to the Board by the Texas Legislature.
 - C. Expenditure Line-Item Transfer – The Chief Financial Officer may transfer funds within expenditure classifications to expedite the processing of Board purchase vouchers.

- III. To ensure the Board operates within its budget, purchases for goods and services will be reviewed and approved in advance. In addition to the approvals set forth herein, the Chief Financial Officer must denote funds availability before the expenditure of funds in excess of \$10,000.
- A. Employee Salaries – The Chief Financial Officer approves funding availability for a vacant position when the request for a job posting is approved. All new positions require the approval of the Presiding Officer subject to the funds availability determination by the Chief Financial Officer.
 - B. Professional Fees – All contracts for professional services must be approved in advance by the Presiding Officer. However, Outside Counsel Agreements for the representation of releasees in the revocation process must be approved by both the Board Administrator and Chief Financial Officer.
 - C. Temporary Services – The use of temporary services must be approved in advance by the Presiding Officer or Board Administrator. The Board Administrator may approve all requests up to \$20,000 with the Chief Financial Officer's funds availability statement. Requests exceeding that amount require approval by the Presiding Officer.
 - D. Travel/Registrations
 - 1. Board Office
 - a. All expenses for travel incurred by an employee for attendance at Board meetings or to conduct other Board business require approval by the Board Member designated as coordinator of the requesting Member's Board office.
 - b. All travel arrangements must be made by the Board Member or employee who has been approved to travel or their designee. This includes hotel, airfare, and rental cars for Board meetings, conferences, or other Board business.
 - 2. Other Offices
 - a. All travel expenses for personnel in the Hearings and Clemency Sections, Institutional Parole Operations, Public Information Office, Financial Operations, and General Counsel's Office must be approved by the immediate supervisor, Board Administrator, or Presiding Officer.
 - b. All travel arrangements must be made by the employee approved to travel or their designee, including hotel, airfare, and rental cars for Board meetings, conferences, or other Board business.

3. Conference Registration/Meetings/Training –

- a. All training courses, conferences, and seminars with three (3) or more staff in attendance OR estimated totals exceeding the amount of \$1,000 require a Decision Memorandum.
- b. The Decision Memorandum shall include any registration costs and travel expenses. The Presiding Officer and Chief Financial Officer must approve the Decision Memorandum.

E. Consumable Supplies

1. Board Office – The purchase of consumable supplies must be approved by the Board Member before forwarding the request by email to the Board Finance Office for processing.
2. Other Offices – Purchase of consumable supplies for all other offices/departments must be approved by the manager of those sections before forwarding the request by email to the Board Finance Office for processing.
3. Approval – The Chief Financial Officer approve all requests up to \$10,000. Requests exceeding that amount require approval by the Presiding Officer.

F. Membership/Dues – All memberships must be in the name of the Board of Pardons and Paroles and approved in advance by an agency Decision Memorandum.

G. Subscriptions/Periodicals – All subscriptions for newspapers/periodicals must be in the name of the Board of Pardons and Paroles. The Presiding Officer shall approve a decision memorandum justifying the subscription.

H. Furniture/Equipment

1. Board Office – The purchase of furniture and equipment must be approved by the Board Member the Presiding Officer or designee before the request is emailed to the Board Finance Office for processing.
2. Other Offices – Purchase requisitions for furniture and equipment must be approved by the Operations Director, Deputy Director, or their designee before the request is emailed to the Board Finance Office for processing.
3. Approval –
 - a. All requisitions that exceed \$10,000 must be approved by the Presiding Officer prior to purchasing.

- b. Any purchase of furniture or equipment processed by Financial Operations must be entered into the Lonestars System for approval.
 - c. Approval must be obtained from a designee of Hearing Operations, Support Operations, or Institutional Parole Operations; the Board Administrator; and the Chief Financial Officer.
 - I. Equipment Rentals/Maintenance Agreements – All agreements for the maintenance of Board equipment and the lease of equipment must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$10,000. Requests exceeding that amount require approval by the Presiding Officer.
 - J. Janitorial/Custodian Services Agreements – All agreements for janitorial and custodian services for the Board offices must be approved in advance by the Board Administrator. The Board Administrator may approve all requests up to \$30,000. Requests exceeding that amount require approval by the Presiding Officer.
 - K. Litigation – All requests for payments related to litigation must be approved by the Presiding Officer. The General Counsel will submit and obtain approval from the Presiding Officer for all litigation-related requests following receipt of a request for payment from the Office of the Attorney General. The General Counsel will notify the Chief Financial Officer of all requests.
- IV. Disbursement of Board funds shall be authorized by the submission of State of Texas purchase vouchers or other payment authorization specified by the State Comptroller of Public Accounts. Approval signatures for Board vouchers shall be those authorized by the Presiding Officer.

SIGNED THIS, THE 24TH DAY OF OCTOBER, 2025.

MARSHA MOBERLEY, PRESIDING OFFICER (CHAIR)

**Signature on file.*