



## Texas State Guard

# INSTRUCTION

7000.01

25 September 2019

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NGTX-XZ

SUBJECT: Purchase and Expense Approval and Tracking Procedures

1. PURPOSE. This instruction describes the procedures to request and receive approval to expend TXSG funds.
2. APPLICABILITY AND SCOPE. This instruction applies to all TXSG members involved in payments, purchases, and expenses involving TXSG state general revenue budgetary funds.
3. DEFINITIONS. NA
4. POLICY. This instruction supports fiscal accountability and accuracy in the execution of appropriated funds and establishes a system to guard against fraud, waste, and abuse of those funds.
  - a. Justification for Expenditure.
    - (1) Individuals desiring to use TXSG funds for purchases must specifically justify the expense to allow the approval authority to make an informed decision whether to approve.
    - (2) Justification must be described in terms of the impact, benefit, or risk to TXSG Mission, Personnel, or Equipment if the purchase is or is not approved.
  - b. Funding Sources. TXSG program appropriated funds are broken out into five Program Cost Accounts in order to best facilitate the allocation of those funds throughout the fiscal year.
    - (1) 11221 – TXSG Administration
    - (2) 11245 – TXSG Expansion Budget
    - (3) 11223 – TXSG Training & Travel
    - (4) 11205 – TXSG Operation Lone Star
    - (5) 11209 – TXSG Oral Rabies Vaccination Program



(3) Rental Trailers 60 day notice.

(4) Purchases using Credit Cards 5 day notice

(Purchase - Credit Cards are not to be used for normal purchases, office supplies etc...)

(5) Printing 60 day notice

(Sections will no longer print student handouts / materials / test, etc....)

(6) Purchases over \$500.00 60 day notice.

(7) Purchases over \$5,000.00 90 day notice.

(8) Emergency purchases (The Purchase Request form will be completed) must be approved by the Chief of Staff or the Deputy Chief of Staff, if the CoS is not available.

## 5. RESPONSIBILITIES.

### a. TXSG Logistics Tech.

(1) Confirms proper approval signatures obtained for all purchases.

(2) Places all requisitions and purchase orders in CAPPs in accordance with published guidelines and suspense dates.

(3) Works with TXSG Budget Analyst on ensuring all purchases, including credit cards are tracked.

(4) Tracks expenditure of TXSG funds (to include credit card purchases) by PCA.

(5) Produces weekly reports of TXSG expenditures by PCA and LBB Code for the T8, Deputy Chief of Staff, and Chief of Staff as required.

### b. TXSG Budget Analyst

(1) Completes and updates the "Purchase Tracking File" as necessary. This report will ensure the tracking of all GR money not associated with FTE salaries.

(2) Validates requisitions are in CAPPs with the correct PCA codes

### c. TXSG HQ Staff Section OIC/NCOIC.

(1) Reviews and approves purchases originating in their staff section.

(2) Completes ICS Form 213rr for requested purchases.

(a) The Section OIC will sign in the "Section Chief Approval" line.

(b) All forms not submitted and signed by the Section OIC will be returned with no action taken.

(3) All purchase request will be submitted to the T4 for action, who will complete the request form for final approval.

d. T3 Operations Officer. Provides initial approval of expenditures from the 11205 – TXSG Operation Lone Star and 11209 – TXSG Oral Rabies Vaccination Program budgets.

e. T8 Finance Officer.

(1) Develops initial spending plan and periodic forecast for all TXSG funds.

(2) Provides oversight of budget

(3) Keeps the CG, TXSG and CoS, TXSG informed of the status of TXSG budget execution as required.

f. Deputy Chief of Staff.

(1) Provides initial approval for expenditures from the 11221, 11245 and 11223 – TXSG budgets.

(2) Works with T4 and T8 FTEs on tracking of expenditures.

(3) May approve credit card purchases less than \$250.

(4) May approve purchases in CoS's absents.

g. Chief of Staff. Approval authority for expenditure of all TXSG funds.


6. INFORMATION REQUIREMENTS. NA.

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. TXSG Deputy Chief of Staff, (512)782-5721.

Enclosure  
Expense Approval Request

  
ROBERT J. BODISCH, SR.  
Major General, TXSG  
Commanding

DISTRIBUTION:

A



TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
AUSTIN, TX 78763-5218  
(512) 782-5001

NGTX-XZ

(insert date)

MEMORANDUM FOR RECORD

SUBJECT: Expense Approval Request

1. **Expense Information.** Add lines to the table as needed when purchasing multiple items. A separate expense approval request is required for each funding source.

Item / Service	Qty.	Unit Price	Total
Total Amount:			

2. **Justification.** Explain why this purchase is necessary. Justify in terms of impact on TXSG Mission, Personnel, and Equipment.

**3. Funding Source (PCA) and Method of Purchase.**

Funding Source (check one)		Method of Purchase (check one)	
<input type="checkbox"/>	11221 TXSG Administration	<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	11245 TXSG Expansion	<input type="checkbox"/>	Purchase Order
<input type="checkbox"/>	11223 TXSG Training & Travel	<input type="checkbox"/>	
<input type="checkbox"/>	11205 Operation Lone Star (OLS)	<input type="checkbox"/>	
<input type="checkbox"/>	11209 Oral Rabies Vaccine Program (ORVP)	<input type="checkbox"/>	

**4. Authority.**

<b>Requestor</b>			
_____			
PRINT	/	SIGN	/ DATE
<b>Staff Section OIC/NCOIC</b>			
_____			
PRINT	/	SIGN	/ DATE
<b>Funding Source Approval (T3 signs for 11223, 11205, 11209)</b>			
_____			
PRINT	/	SIGN	/ DATE
<b>Funding Source Approval (DCS signs)</b>			
_____			
PRINT	/	SIGN	/ DATE
<b>Purchase Approval (Cost signs; DCS may approve cc purchase &lt; \$250)</b>			
_____			
PRINT	/	SIGN	/ DATE
<b>Budget Analyst Signature</b>			
_____			
PRINT	/	SIGN	/ DATE