



TEXAS MILITARY FORCES
Headquarters, Texas State Guard
P.O. Box 5218
Austin, TX 78763

J – 8

DISTRIBUTION: All Personnel

TXSG 7000.01

10 January 2015

TXSG-HQ EXPENSE APPROVAL AND PAYMENT PROCEDURES FOR THE TEXAS STATE GUARD

References: Not Applicable

1. Purpose. This manual provides guidance for the Texas State Guard, Headquarters, Expense Approval and Payment procedure.
2. Cancellation.
3. Applicability. This policy is applicable throughout the Texas State Guard. It is distributed to other state agencies upon official request to the TXSG HQ/ J8/Chief of Staff.
4. Definitions. Not Applicable
5. Procedures. See procedure attached.
6. Responsibilities. The J8, Comptroller of the Texas State Guard is responsible for this policy and procedure. The J8 section is responsible for implementation within the organization, and for ensuring the administrative issuances meet the criteria of this instruction.
7. Summary of Changes. Not Applicable.
8. Releasability. Commands and individuals may recommend changes through the Chain of Command to Headquarters, Texas State Guard, ATTN: J8/Chief of Staff.

9. Effective Date. This policy is effective upon receipt.



Gerald R. Betty
Major General,
Commanding, TXSG

Enclosures
TXSG HQ Expense Approval Form

Distribution:

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Office of the Comptroller - J8(7000-1)
P. O. Box 5218
Austin, Texas 78763-5218

TXSG-HQ EXPENSE APPROVAL AND PAYMENT PROCEDURES

1. TXSG member fills out TXSG Expense Approval Request Memo with requisite details to outline expenditure requested, description, justification, payment source (i.e., appropriated funds or non-appropriated funds/HQ Special Fund). Member signs memo. Invoice to be paid (or receipt to be reimbursed) is attached to memo.
2. Requesting member's Commanding Officer approves/declines expenditure.
3. FTE Supervisor (Chief of Staff or DCG) approves/declines expenditure.
4. FTE Supervisor assigns Object Code (7000-series) on memo (for operational expenses).
5. FTE Supervisor routes approved form as follows, depending on payment source:
 - a. Appropriated funds (operational expenses) – to Executive Assistant for entry in IEMS system (or other appropriate transmittal to TMD) for payment. Executive Assistant to copy to J8 (Comptroller) with notation of date transmitted for expense tracking.
 - b. Non-appropriated funds (HQ Special Fund) – to Special Fund Manager for payment.

NOTE: Employees and volunteers involved in this process (re: appropriated funds expenditures) are required to attend the TMD Procurement Training program within six months of employment.

References:

- (a) TMD Manual: PURCHASING AND CONTRACTING (dated 14 October 2014)
- (b) TXSG-HQ Memorandum for Comptroller – Request for expense approval (dated 6 February 2015)



TEXAS MILITARY FORCES
TEXAS STATE GUARD
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
512-782-5001

NGTX-TXSG

Date _____

MEMORANDUM FOR Comptroller, Texas State Guard, P.O. Box 5218, Austin,
Texas 78763

SUBJECT: Request for expense approval

1. Request payment for:
2. Item description:
3. Justification:
4. Check payment source: ___ Operational Expense / TXSG Appropriated Funds
 ___ HQ Special Fund / Nonappropriated Funds

Signature:

_____ Printed name, grade

APPROVED BY COMMANDING OFFICER:

APPROVED BY CHIEF OF STAFF or FTE SUPERVISOR:

OBJECT CODE ASSIGNED:
(operational expense)

Note: Attach invoice or receipt to memo

DISTRIBUTION:

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6 February 2015