

## Notary Public

**Original Implementation:** Unpublished

**Last Revision:** November 2, 2015

It is the responsibility of each vice president to ensure that a sufficient number of public notaries are present, as needed to conduct university business, in each major university division.

Each vice president shall establish procedures for approving, in writing, an employee's application for notary commission, and be responsible for communicating the state's notary application process. University funds may be used to purchase the necessary supplies. Employees shall obtain all required supplies (notary seal or stamp, notary public record book, etc.) through procurement and property services.

**Cross Reference:** Tex. Gov't Code Ch. 406

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** [Special Application](#), [State Employee Notary Acknowledgement Form](#)

**Board Committee Assignment:** Academic and Student Affairs