

## **Notary Public**

**Original Implementation:** Unpublished

**Last Revision:** November 1, 2021

### **Purpose**

This policy establishes procedures for ensuring that a sufficient number of notaries are present in order to conduct university business.

### **General**

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

Each president's cabinet member 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:** Vice President for Finance and Administration

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** Special Application, State Employee Notary Acknowledgement Form

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

**Revision History:**   October 29, 2018  
                              November 2, 2015  
                              October 22, 2012  
                              October 12, 2009

