



TYLER COUNTY

FINANCIAL PROCEDURES FOR FEDERAL GRANT MONEY

1. Auditor's Office will examine county bank accounts daily for grant payments.
2. Auditor's Office will inform the County Treasurer's Office that a payment is in the bank account so that it be recorded within 48 hours of delivery.
3. Auditor's Office will then proceed to prepare the payments for the vendors within 3 business days of receipt of funds.
4. Auditor's Office and County Treasurer's office will review all disbursements for accuracy.
5. County Treasurer will disburse the checks to the vendors within 2 business days.

Approved & Adopted by Commissioner's Court December 12, 2022.

Tyler County
Jacques L. Blanchette
County Judge