

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Check Request Procedures for UH Foundation Funds

UH-Downtown/PS 05.A.07
Issue No. 3
Effective date: 03/01/2004
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1. PURPOSE

This Policy Statement describes procedures to insure University of Houston Foundation funds are disbursed in accordance with donor requirements and restrictions and to insure that check requests are accurate and expenditures being reimbursed are consistent with University of Houston - Downtown (UHD) policies and accepted business practices.

2. POLICY/PROCEDURES

2.1 At the beginning of each fiscal year, the UHD Vice President for Administration will furnish a listing of certifying signatories to the Vice Chancellor for Administration and Finance and the UH Foundation. The certifying signatory's responsibility is to ensure that the appropriate administrator or other authorized personnel have signed the check requests.

2.2 Requests for UH Foundation funds may be made on behalf of those programs or departments designated in specific donor restrictions.

2.3 A properly completed and approved University of Houston Foundation Check Request form (Exhibit A) must accompany all requests for invoice payments and distribution of all funds including endowment earnings.

2.4 The originating department must insure that all check requests are accompanied by the appropriate supporting documentation (i.e., names of recipients of scholarships and fellowships, invoices, receipts, etc.).

2.5 All requests must be reviewed by the appropriate administrator or other authorized signatory and forwarded to the Vice President for Administration for approval.

2.6 The Vice President for Administration will review all University of Houston Foundation check requests. Upon approval, the requests will be forwarded to the Vice Chancellor for Administration and Finance.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biannually



President

Policy History

Issue #1: 04/25/1994
#2: 10/13/1999
#3: 03/01/2004

EXHIBIT A

UNIVERSITY OF HOUSTON FOUNDATION
CHECK REQUEST

TO: UNIVERSITY OF HOUSTON FOUNDATION _____
Date

FROM: _____
College/Department Campus

IT IS REQUESTED THAT DISBURSEMENT BE MADE:

FROM UHF ACCOUNT# _____
Name of Account

TO UHF ACCOUNT# _____
Name of Account

OR

TO PERSON, FIRM
or UNIVERSITY _____
Address

AMOUNT: \$ _____

This disbursement of funds is for the following as per the attached documents. (Please include name of the payee, names of recipients of scholarships or fellowships or a decision of faculty enhancement program, or explanation and breakdown of any other ways the funds might be used):

APPROVAL:

Please Check:

- Made a copy for college/department file.
- Sent a copy via campus mail to Vice Chancellor for Administration and Finance.
- Mailed original check request and back-up documents to UHF Foundation.

Authorized Signature Title Date

Certifying Signature Title Date

Division Vice Chancellor Title Date

Approved by UH Foundation Title Date