

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Expenditure Reimbursements From HEAF Bond Proceeds

UH-Downtown/PS 05.A.09
Issue No. 2
Effective date: 08/30/00
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1. PURPOSE

This PS specifies procedures governing the reimbursement from Higher Education Assistance Fund (HEAF) bond proceeds for previously authorized and budgeted expenditures made by University of Houston - Downtown (UHD).

2. POLICY/PROCEDURES

2.1 All expenditures funded by HEAF bond proceeds must comply with UHD policies and procedures relating to accounts payable and purchasing guidelines, and Board of Regents Policy 47.02 on competitive bidding.

2.2 As specific projects are approved which utilize HEAF bond proceeds, the following steps take place:

2.2.1 The Budget and Planning Office establishes a HEAF project account;

2.2.2 The Accounting Department records an accounts receivable entry to that account; and

2.2.3 A request is submitted to the University of Houston System administration for initiating a corresponding accounts payable entry.

2.3 Based on the monthly expenditure summary and receivable balances on the financial records system (FRS), the University of Houston Treasurer's Office will extract relevant information and wire transfer funds to the UHD bank account to cover these expenditures.

2.4 The Accounting Office will then prepare a journal entry necessary to record the funds to the project account.

2.5 HEAF bond accounts shall be reconciled on a monthly basis by the Accounting Department. The purpose of the reconciliation is to determine if all expenditures have been funded. Each voucher is accounted for on the reconciliation and the total amount is classified as unfunded until confirmation is received from the Treasurer's Office. Unfunded balances should equal the receivable on the general ledger. Should there be cost overruns on a particular account, the Budget Department will establish an unallocated account for additional expenditures. These additional expenditures will need to be funded by institutional funds upon approval of the Vice President for Administration.

2.6 Wire transfer entries are also reconciled monthly on the bank reconciliation, which is prepared by the Accounting Department.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

President

Policy History
Issue #1: 04/24/94

**UNIVERSITY OF HOUSTON – DOWNTOWN
CONTRACT/AGREEMENT COVER SHEET**

I. ORIGINATOR

1. ORIGINATING DEPARTMENT: _____
2. CONTACT PERSON: _____ PHONE #: _____

II. CONTRACTUAL INFORMATION

1. AGENCY/VENDOR: _____
2. ADDRESS: _____
3. TAX IDENTIFICATION NUMBER: _____
4. HUB VENDOR: _____ YES _____ NO (If No, skip to #6)
5. STATUS OF VENDOR:

_____ Black American	_____ Male	_____ Female
_____ Hispanic American	_____ Male	_____ Female
_____ Asian Pacific American	_____ Male	_____ Female
_____ American Indian	_____ Male	_____ Female
_____ Woman		

6. PURPOSE OF CONTRACT/AGREEMENT: _____

7. START DATE: _____ END DATE: _____
8. CONTRACT AMOUNT PER YEAR: \$ _____

III. SOURCE OF FUNDS

Expense Account #: _____	Revenue Account #: _____
Subcode: _____	Subcode: _____
Amount: \$ _____	Amount: \$ _____

-----TO BE COMPLETED BY THE OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION-----

STATUS: _____ CONTRACT NUMBER: _____