

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.10

AREA: General

SUBJECT: Requests for Funds from UH Foundation

1. PURPOSE

- 1.1. The University of Houston Foundation has a fiduciary responsibility for ensuring the propriety and integrity of all accounts administered by the Foundation. It is the responsibility of the University of Houston System to provide the Foundation with sufficient information so that judgment regarding expenditures from these accounts can be made.
- 1.2. The University of Houston System shall ensure that check requests are accurate and expenditures being reimbursed are consistent with System objectives. Foundation funds shall be used for authorized System expenditures that may not be permissible from funds managed by the System. Under no circumstances can the expenditure be construed as a supplement to compensation or for personal benefits, explicit or implied.
- 1.3. This Administrative Memorandum describes procedures to ensure that funds are disbursed in accordance with donor requirements and restrictions, and payment or reimbursement of expenses is made as quickly as possible.

2. PROCEDURES

- 2.1. Requests for UH Foundation funds may be made on behalf of those programs or departments designated in specific donor restrictions.
- 2.2. All requests for invoice payments and distribution of all funds including endowment earnings must be accompanied by a completed and approved "Check Request." (See Exhibit A)
- 2.3. The originating department must ensure that all check requests are accompanied by the appropriate support documents (i.e., names of recipients of scholarships and fellowships, invoices, receipts, etc.)

- 2.4. At the beginning of each fiscal year, the component universities should furnish a listing of their certifying signatories to the Vice Chancellor for Administration and Finance and the UH Foundation. Likewise, at the beginning of each fiscal year, University of Houston departments should furnish a listing of their certifying signatories to their division Vice Chancellor and UH Foundation. The certifying signatory's responsibility is to ensure that the appropriate administrator or other authorized personnel have signed the check requests. All check requests must be signed by the appropriate administrator or other authorized signee, the certifying signature authority and the division Vice Chancellor (or designee) before being sent to the UH Foundation office. A copy of each check request will be sent to the Administration and Finance Business Services Office. A copy of the completed Foundation Payment request form, available at <http://www.uh.edu/finance/pages/forms.htm>, should be sent to General Accounting as well.
- 2.5. Payments will be sent directly from the UH Foundation to the UHS Treasurer's Office for deposit, or to the payee, with a copy of the transmittal sent to the chief financial officer of the component university and the individual requesting the payment (Dean, Vice President, etc.).
- 2.6. Check requests submitted to the UH Foundation will normally be paid within 10 days, unless there are intervening holidays. In an emergency, the UH Foundation will make an effort to expedite the payment.
- 2.7. Using copies of "Check Requests" received from the originating department, the Administration and Finance Business Services office will provide the Chancellor, Presidents, Vice Chancellors and General Counsel with a monthly report of their remaining balances.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every Three Years on or before March 1

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

John M. Rudley
Interim Chancellor

Date: October 16, 2007

5. INDEXING TERMS

Foundation Check Requests
UH Foundation

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 UH ACCT # _____
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 description 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 the Vice Chancellor/Vice President 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