

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.A.11**

**AREA: General**

**SUBJECT: HEAF Bond Proceeds Expenditure Reimbursements**

---

**1. PURPOSE**

- 1.1. This administrative memorandum specifies procedures governing the reimbursement from Higher Education Assistance Fund (HEAF) bond proceeds for previously authorized and budgeted expenditures made by the component universities.

**2. POLICY**

- 2.1. All expenditures of HEAF bond proceeds must comply with University of Houston System [Administrative Memorandum 03.B.01](#) on purchasing procedures, Board of Regents' Policy 01.11 on competitive bidding and all policies and procedures relating to accounts payable.
- 2.2. Each component university will establish a HEAF Unallocated Account and set up a receivable from system administration. System administration will set up a corresponding payable. As specific projects are approved, the Controller's office should be notified and the receivable/payable moved.
- 2.3. Reimbursements for expenditures will be prepared by the Controller's office the 1st week of each month. The expenditure report will be prepared based on the approved project budgets in effect when the report is prepared. Any projects approved or modified after the report is prepared will be reimbursed in the next month.
- 2.4. Funds will be wire transferred by the Treasurer's office to the component universities before the last day of each month.
- 2.5. The Controller's office will prepare a month end report of budgeted versus actual HEAF bond proceeds. Each component university will reconcile this report to their financial records system (FRS) and report any discrepancies to the Controller.

2.6. The Treasurer's office will prepare a month end report of HEAF bond proceeds expenditures. Each component university will reconcile this report to their financial record system (FRS) reports and report any corrections to the Treasurer. Any expenditures discovered in the reconciliation process which have not been reimbursed should be included in the next request for reimbursement.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice Chancellor for Administration & Finance

Review: Odd numbered years on or before Sept. 1

4. APPROVAL

Approved: Alexander Schilt  
Chancellor

Date: May 7, 1993

5. INDEXING TERMS

HEAF  
Bond Proceeds