

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.A.23**

**AREA: General**

**SUBJECT: Court Ordered Restitution**

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1. PURPOSE

This Administrative Memorandum establishes the process for monitoring and accounting for amounts owed to the University of Houston (UH) System as a result of court-ordered restitution.

2. POLICY

- 2.1. As required by UH System Administrative Memorandum 01.C.04, Reporting Suspected Criminal Activity, the police department representing the UH System component shall ask the District Attorney's Office to seek restitution for any loss to the component as a result of criminal activity.
- 2.2. When restitution is awarded, the court order shall specify the university component and office to whom payment shall be transmitted. The campus police department (at UH Victoria, an office designated by the chief financial officer) shall notify the chief financial officer or designee, University Counsel, Director, Internal Auditing, and the UH System Director, Risk Management.
- 2.3. University Counsel will maintain a copy of court and legal documents related to each award of restitution.
- 2.4. The UH System Director, Risk Management, will notify the insurance company of the award of restitution, when appropriate.
- 2.5. Each component shall record the amount of restitution awarded as a receivable in the books and records of the component.
- 2.6. Each component shall monitor the status of restitution payments.
- 2.7. Each component shall communicate with the probation officer to confirm the outstanding restitution balance and to notify the probation officer and University Counsel in a timely manner if the terms of the restitution are not met.

- 2.8. University Counsel is responsible for pursuing the appropriate legal action in cases where the payment of restitution is in default and legal action is considered appropriate.
- 2.9. All write-off of outstanding restitution balance-receivables shall be reported to the Board of Regents in compliance with Board of Regents Policy 52.05, Devaluation of Assets.
- 2.10. Each component's chief financial officer is responsible for ensuring that procedures are developed to implement and ensure compliance with this Administrative Memorandum.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice Chancellor for Administration and Finance

Review: Annually on or before May 1

4. APPROVAL

Approved: Arthur K. Smith  
Chancellor

Date: September 18, 1997

5. INDEXING TERMS

Restitution  
Accounts Receivable  
Criminal Activity