

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.C.03**

**AREA: Planning and Budgeting**

**SUBJECT: Repair and Construction Funds**

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1. PURPOSE

The purpose of this Administrative Memorandum is to establish guidelines for the approval and allocation of funds available for repair and rehabilitation of existing facilities and the constructing and equipping of new facilities.

2. POLICY

2.1. Board Policy [53.04](#) outlines the general guidelines for the approval of repair, rehabilitation and construction projects and the allocation of funds for such projects.

2.2. The Associate Vice Chancellor for Plant Operations is responsible for promulgating rules and procedures that comply with Board Policy for the approval and allocation of funds for repair, rehabilitation and construction projects.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Plant Operations

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan  
Interim Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: April 7, 2008

5. INDEXING TERMS

Construction  
Repair and Rehabilitation