

**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 payment requests are accurate and expenditures being paid or 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 used 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 "Foundation Payment Request Form." The form is available at <http://www.uh.edu/finance/pages/forms.htm>.
- 2.3. The originating department must ensure that all payment requests are accompanied by the appropriate support documents (i.e., names of recipients of scholarships and fellowships, invoices, receipts, travel requests, etc.) and have all approvals.

- 2.4. At the beginning of each fiscal year, the component universities should furnish a listing of their certifying signatories to the Senior 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 payment requests.

All payment 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. The completed payment request will be faxed or e-mailed to the UH Foundation and a copy of the completed payment request form 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. A copy of the check register is sent to General Accounting on a monthly basis for reconciliation purposes.
- 2.6. Payment 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 "Foundation Payment Requests" received from the originating departments, the Chancellor/President's Business 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

Renu Khator
Chancellor

Date: March 23, 2016

REVISION LOG

| Revision Number | Approval Date | Description of Changes |
|-----------------|---------------|--|
| 1 | 05/15/1991 | Initial version |
| 2 | 01/03/1995 | Added additional documentation to Section 1.0 and Section 2.0 per current operating practices |
| 3 | 11/15/1999 | Applied revised SAM template. Changed title from “Check Request Procedures for UH Foundation Funds” to “Request For Funds from UH Foundation.” Exhibit A in this document has been revised to include a signature line for the person in the department or college approving the Foundation request. Changed review period from annually on or before March 1 st to every three years on or before March 1 st . Added “Foundation check requests” to the Index terms |
| 4 | 02/22/2001 | Added Section 2.7 to reflect current operating requirements. Changed responsible party. Changed review period from every three years on or before March 1 st to every two years on or before March 1 st . Added a link to Exhibit A – UHF Check Request Form |
| 5 | 10/16/2007 | Applied revised SAM template. Add web site location for Foundation Request Form to Section 2.4. To coincide with UH Foundation processes, the word “Friday” was removed from Section 2.6 and opted to make the phrasing more general, as the UH Foundation sets the deadlines, not the System. Changed review period from every two years on or before March 1 st to every three years on or before March 1 st |
| 6 | 09/07/2011 | Applied revised SAM template and added new Revision Log. Provided the Payment Request Form as a web link in Section 2.2, and removed Addendum A. Removed the phrase “check request” throughout document and inserted the phrase “payment request.” The process in Section 2.4 was updated to current operating practices. Section 2.5 documents sending a copy of the check register to General Accounting on a monthly basis for reconciliation purposes. In Section 2.7, the Administration and Finance Business Services Office was replaced with the Chancellor’s/President’s Business Office. Removed Index Terms |
| 7 | 03/23/2016 | Updated Section 1.2 for expenditures being paid for or reimbursed are consistent with System objectives. Added Foundation Payment Request Form in Sections 2.2 and 2.7. Added travel requests to support documentation in Section 2.3, and indicated requirement to have all approvals completed. Completed payment requests will be faxed or e-mailed to the UH Foundation per update in Section 2.4 |