

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.23

AREA: General

SUBJECT: Court Ordered Restitution

1. PURPOSE

This administrative memorandum establishes the process for monitoring and accounting for amounts owed to the University of Houston System as a result of court-ordered restitution.

2. POLICY

- 2.1. As required by System Administrative Memorandum [01.C.04, Reporting/ Investigating Fraudulent Acts](#), the component university's chief executive officer (or designee) shall ask the District Attorney's Office to seek restitution for any loss to the component university as a result of criminal activity.
- 2.2. When restitution is awarded, the court order shall specify the component university 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, General Counsel, Chief Audit Executive, and the System Director of Risk Management or designee.
- 2.3. The Office of the General Counsel will maintain a copy of court and legal documents related to each award of restitution.
- 2.4. The System Director of Risk Management or designee will notify the insurance company of the award of restitution, when appropriate.
- 2.5. Each component university shall record the amount of restitution awarded as a receivable in the books and records of the component university.
- 2.6. Each component university shall monitor the status of restitution payments.
- 2.7. Each component university shall communicate with the probation officer to confirm the outstanding restitution balance and to notify the probation officer and the Office of the General Counsel in a timely manner if the terms of the restitution are not met.

- 2.8. The Office of the General 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 55.05](#), Write-Offs of Uncollectible Accounts.
- 2.10. Each component university'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: 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: July 28, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	09/18/1997	Initial version
2	06/09/2009	Applied revised SAM template to meet current documentation standards. Corrected title of SAM 01.C.04 in Section 2.1. Changed University Counsel to the Office of General Counsel throughout the procedure. Changed the UH System Director, Risk Management to the System Director of Environmental Health and Risk Management in Section 2.2 and 2.4. Changed Board of Regents Policy 52.05 to Board of Regents Policy 55.05 in Section 2.9. Changed responsible party to Associate Vice Chancellor for Finance. Changed review cycle from annually on or before May 1 st to every three years on or before March 1 st . Removed Indexing Terms
3	07/28/2015	Applied revised SAM template and added new Revision Log. Updated Sections 2.2 and 2.4 with the title of System Director of Risk Management or designee. Changed title of Board of Regents 55.05 title to current BOR title in Section 2.9