

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.C.03

AREA: Planning and Budgeting

SUBJECT: Repair and Construction Funds

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 Facilities/Construction Management 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.

2.3 All items submitted to the [Texas Higher Education Coordinating Board](#) will be submitted through Facilities Planning and Construction.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Facilities/Construction Management

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: December 2, 2016

REVISION LOG

| Revision Number | Approval Date | Description of Changes |
|------------------------|----------------------|---|
| 1 | 09/01/1990 | Initial version |
| 2 | 04/07/2008 | Applied revised SAM template per current Operating requirements. Changed area from General to Planning and Budgeting. Revised Section 2.0 to meet current operating requirements. Changed responsible party and updated review period from annually on or before June 1 st to every three years on or before August 31 st . Revised Section 5.0 |
| 3 | 09/07/2011 | Applied revised SAM template and added new Revision Log. The following changes were incorporated as a result of Audit Issue #SP2009-05: Changed the responsible party for Section 2.2, and removed web site customer guide for project delivery. Added Section 2.3 on submission of items to the Texas Higher Education Coordinating Board will be submitted through Facilities Planning and Construction. Removed Index terms. Changed the responsible party section |
| 4 | 12/02/2016 | Corrected title in Sections 2.2 and 3 and corrected links as applicable. No additional documents changes made by Subject Matter Experts (SMEs) |