

College/Division Administrator Meeting
Room 302, Melcher Hall
December 12th, 2019 - 9 AM to 11 AM

Agenda

Bill Spindler, Director UIT Business Services

- Restructuring the Annual Departmental Core Telecommunications Fee

Beverly Rymer, Executive Director Contracts and Grants

- NSF Audit Update and upcoming changes

Karin Livingston, Controller/Samantha Yurus, Assistant Controller

- Revenue Contract Form
 - SAM 03.A.05 always required that Revenue Contracts be reviewed by the Tax Director, the Senior Associate Vice Chancellor/Vice President for Finance, and the Associate Vice Chancellor/Vice President for Administration.
 - SAM 03.A.05 was recently updated to require this review only for contracts over \$50,000
 - To help assist in the review process, the Revenue Contracts Administrative Review and Approval Form was created.
 - The form requires general contract information (purpose, term, amendments, dollar amounts) and the approval of the College/Division Business Officer and AVP or Dean.
 - The form is routed to the Tax Director who will review for UBIT and other tax reporting requirements. The Tax Director will then route the form for review and approval for Debt Compliance (to ensure that the contract does not affect the status of non-taxable debt issuances), and Auxiliary Enterprise Review (to ensure no conflicts with auxiliary contracts and activities)
 - The form is available on:
 - The Finance Forms Page - <https://uh.edu/finance/pages/forms.htm>
 - The Finance References Page – <https://uh.edu/finance/pages/References.htm>
 - The Tax Office Information Page - <https://uh.edu/office-of-finance/tax-information/>
- Texas Public Information Act Changes
 - There are changes to the Texas Public Information Act that are effective January 1, 2020
 - All communications between University personnel and vendors, contractors, potential vendors, and potential contractors must be preserved pursuant to the University's records retention schedule. Campus departments should retain communications with their contract vendors along with other contract documentation.
 - Solicitation documents will be updated to include new requirements for vendors on contracts of at least \$1M.
 - All contracts of at least \$1M must have the "Certification Form – TIPA Requirements 1M+". Campus departments must attach the form to their contracting packets for processing.
 - The form is being developed and will be available by January 1.
 - A Vendor FAQ page is being developed and will be available on the Purchasing website by January 1.a

Other items from the group