

UNIVERSITY OF HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES
SECTION: Procurement Number: 04.01.03
AREA: Procurement - General
SUBJECT: Vouchers
October 23, 1992; Revised **November 30, 2010** **March 7, 2012** Page 1 of 13

I. PURPOSE AND SCOPE

This document defines the limits and uses of the voucher, a payment mechanism that allows authorized personnel to request non-payroll payments. This document also outlines the process required for preparing and submitting a voucher request. Use of the voucher is subject to the restrictions placed on the type of funds used.

This document applies to all university departments, centers, and institutes for purchases from all university funds, with distinctions as noted. It does not apply to expenditures paid from agency funds (fund 9), though these payments must be supported by appropriate receipts or invoices.

II. POLICY STATEMENT

Within the limits defined herein, University of Houston business management personnel may be authorized to make direct purchases of commodities and services, which are submitted for payment or reimbursement directly to Accounts Payable via voucher. This purchasing mechanism is authorized for purchases or reimbursements to one vendor or employee of dollar amounts of \$5,000.00 or less per transaction, including freight and delivery charges, as well as purchases of other items specifically authorized herein. In addition, vouchers utilizing state funds are subject to the restrictions contained in the Comptroller's online resource for purchase policies and procedures known as [eXpendit](#).

Only those persons authorized to do so may commit University of Houston funds. An obligation incurred by a person who is not authorized to commit university funds or that is made contrary to university guidelines becomes the personal responsibility of that individual and not of the University of Houston.

III. DEFINITIONS

A. Advertising: Any written or verbal message submitted for publication in newspapers, magazines, radio, television, billboards, promotional items, Web sites, or any other written or recorded media with the intended purpose of persuading, informing or increasing brand awareness with a targeted audience.

VII. KEY RULES FOR SUBMISSION OF A VOUCHER

M. Offset Printing Services. Offset printing services costing **\$1,000 or less on state funds or \$5,000.00 or less on local funds** do not require competitive bidding. However, offset printing services costing more than **\$1,000 on state funds or more than \$5,000.00 on local funds** must be submitted to Purchasing on a purchase requisition for competitive bidding or may be provided by the University Printing Department without competitive bids. Printing services provided by the University Printing Department are paid on a SC voucher.

N. Advertisements. ~~All a~~**Advertisements or printed items with any University of Houston logo, logotype, or trademark placed in non-University of Houston publications** must be approved as follows:

Staff Employment Ads: Human Resources Department

Faculty Employment Ads: Office of ~~Affirmative Action~~**Equal Employment Opportunity/Affirmative Action**

Non-Employment Ads: Associate Vice President of University Relations or his/her designee

~~NOTE: Advertisements in the Daily Cougar, the Yellow Pages, KUHT or KUHF are exempt from pre-approval.~~

R. Public Relation Services. Use of public relations services requires the advance approval of the Office of University Relations to help ensure these services are in alignment with university guidelines regarding publications and marketing communications.