1. PURPOSE
This PS specifies procedures governing the reimbursement from Higher Education Assistance Fund (HEAF) bond proceeds for previously authorized and budgeted expenditures made by University of Houston - Downtown (UHD).

2. POLICY/PROCEDURES
2.1 All expenditures funded by HEAF bond proceeds must comply with UHD policies and procedures relating to accounts payable and purchasing guidelines, and Board of Regents Policy 47.02 on competitive bidding.
2.2 As specific projects are approved which utilize HEAF bond proceeds, the following steps take place:
   2.2.1 The Budget and Planning Office establishes a HEAF project account;
   2.2.2 The Accounting Department records an accounts receivable entry to that account; and
   2.2.3 A request is submitted to the University of Houston System administration for initiating a corresponding accounts payable entry.
2.3 Based on the monthly expenditure summary and receivable balances on the financial records system (FRS), the University of Houston Treasurer's Office will extract relevant information and wire transfer funds to the UHD bank account to cover these expenditures.
2.4 The Accounting Office will then prepare a journal entry necessary to record the funds to the project account.
2.5 HEAF bond accounts shall be reconciled on a monthly basis by the Accounting Department. The purpose of the reconciliation is to determine if all expenditures have been funded. Each voucher is accounted for on the reconciliation and the total amount is classified as unfunded until confirmation is received from the Treasurer's Office. Unfunded balances should equal the receivable on the general ledger. Should there be cost overruns on a particular account, the Budget Department will establish an unallocated account for additional expenditures. These additional expenditures will need to be funded by institutional funds upon approval of the Vice President for Administration.
2.6 Wire transfer entries are also reconciled monthly on the bank reconciliation, which is prepared by the Accounting Department.

3. REVIEW AND RESPONSIBILITIES
Responsible Party (Reviewer): Vice President for Administration
Review: Biennial
I. ORIGINATOR
1. ORIGINATING DEPARTMENT: _________________________________________________________________
2. CONTACT PERSON: __________________________ PHONE #: __________________

II. CONTRACTUAL INFORMATION
1. AGENCY/VENDOR: ___________________________________________________________________________
2. ADDRESS: ___________________________________________________________________________________
3. TAX IDENTIFICATION NUMBER: _______________________________________________________________
4. HUB VENDOR: ______ YES ______ NO (If No, skip to #6)
5. STATUS OF VENDOR:
   ______ Black American     ______ Male  ______ Female
   ______ Hispanic American ______ Male  ______ Female
   ______ Asian Pacific American ______ Male  ______ Female
   ______ American Indian ______ Male  ______ Female
   ______ Woman
6. PURPOSE OF CONTRACT/AGREEMENT: _____________________________________________________________
   ___________________________________________________________________________________________
   ___________________________________________________________________________________________
7. START DATE: _____________________________ END DATE: _______________________________
8. CONTRACT AMOUNT PER YEAR: $ _____________________________________________________________

III. SOURCE OF FUNDS
 Expense Account #: __________________________ Revenue Account #: __________________________
   Subcode: __________________________   Subcode: __________________________
   Amount: $ __________________________  Amount: $ __________________________

---------------------------------TO BE COMPLETED BY THE OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION----------------------------------------
STATUS: __________________________ CONTRACT NUMBER: __________________________