

NOTES

Planning & Budget Committee (PBC)

2/22/23 | Noon-1:30, Bayou 1333

1. **Call to order** by Dr. Michael at 12:05 p.m.
2. **Approved Meeting Notes from 1/25/23 (please note attachments)**
3. **Old Business**
 - MAP 01.A.01 Administrative Policy Creation, Revision and Retirement Procedures or “Policy on Policies” – Mr. Mark Denney (action item from 12/22)
 - A motion was made to approve this policy and was approved unanimously.
 - P-Card Policy - Dr. Sherry Hawn (action item from 12/22)
 - Discussion surrounding the inclusion of procedures in a policy.
 - Motion made to approve this policy – motion passed with 1 member voting no.
 - Questions about/from Financial State of the University presentations – Mr. Denney
 - The presentations were well attended and will be made available to the university community.
 - Distribution of Budget Initiatives documents for PBC – Ms. Deja Sero
 - No action today.
 - Budget initiatives are available in the Teams folder and should be shared with constituents. Ask for their feedback and bring it to next PBC meeting.
 - Delete column A of spreadsheet before sending it out.
 - Mark Denney will submit a budget initiative for staff merit as he has done in the past.
4. **New Business/Announcements**
 - Student Financial Responsibility Policy – draft (Dr. Sherry Hawn)
 - Cell phone policy – draft (Dr. Sherry Hawn)
 - Payroll Check policy – draft (Dr. Sherry Hawn)
 - Contracts - draft (Dr. Sherry Hawn)
5. Meeting adjourned at 1:31p.m. Next meeting: March 22, 2023

UHCL MAP 01.A.01: Administrative Policy Creation, Revision and Retirement Procedures

Aka "Policy on Policies"

Origins of this policy

- It is crafted after UHS's Administrative Policy Procedures
- Addition: UHCL's Shared Governance Structure
- Reviewed and modified by a UHCL Team:
 - Faculty Senate Presidents
 - Past Faculty Senate Presidents, who have been working on UHCL Policy processes
 - University Staff Association President
 - UHCL Administration

Why do we need this policy?

- To separate out what the current Shared Governance Policy is attempting to do:
 - Lay out the role and function of Shared Governance on the UHCL Campus
 - Define and guide the policy process on the UHCL Campus
 - At present, our Shared Governance Policy attempts to do both
- Better define our Administrative Policy Process
 - Create a path for policy creation and review
 - Define the role of each of the Shared Governance Committee's
- Assign clear responsibility for review, update and publishing of UHCL administrative policies

Policy Design, Review, and Retirement path:

- Subject Matter Expert: Staff person most responsible for the policy
 - Senior Leadership role (Director and Above)
- Executive Review: Vice President responsible for the policy reviews
- Legal Review: New or Substantive Changes: Pass Legal review before moving on to the next step.
- Shared Governance Review: Fully vetted policies then go to Shared Governance for Review and advice
 - Two new elements:
 - All changes are listed in an accompanying attachment: Paragraph #, what change, why
 - All recommended changes not adopted: Paragraph #, what change, why not
- Compliance and Policy Coordinator shepherd the Policy

Who owns each Policy: Accountability

- This policy details that each policy, based on its functional subject matter, is owned by a specific Division.

Policy Category	Responsible Division
General Administration	Administration and Finance
Human Resources	Administration and Finance
Fiscal Affairs	Administration and Finance
Audit Function	Administration and Finance
Student Affairs	Student Affairs
Academic Affairs	Academic Affairs
Information Services	Academic Affairs
University Advancement	University Advancement
Government Relations	University Advancement

Connection to Shared Governance: Review

- Each Policy, by functional area, is aligned with a Shared Governance Committee:

Policy Category	Responsible Shared Governance Committee
General Administration	
Administrative Guide	University Life Committee
Facilities and Physical Plant	Facilities and Support Services Committee
Risk Management	Planning and Budget Committee
Public Safety	Facilities and Support Services Committee
Human Resources	University Life Committee
Fiscal Affairs	Planning and Budget Committee
Audit Function	Planning and Budget Committee
Student Affairs	University Life Committee
Academic Affairs	Academic Council Committee
Information Services	Academic Council Committee
University Advancement	University Life Committee
Government Relations	University Life Committee

A clearly defined process: Clarity

- Step 1: Subject Matter Expert (SME) reviews and proposes policy
- Step 2: VP meets and approves policy
- Step 3: Legal Review ensures compliance, risk mitigation, etc.
- Step 4: Shared Governance Review
 - Adopts or Rejects recommended changes (sensitive to legal review)
- Step 5: University Council Review
 - Policy, Attach A: all accepted changes, Attach B: all rejected changes
- Policy Coordinator: Gets signatures, maintains the Policy web page

Institutional Memory: History

- The Policy Coordinator will retain the following:
 - Final, PDF of approved Policy: Unalterable
 - Final, Word version of approved Policy: Expedite review and revision
 - Attachment A: Why we made the changes we did – in detail
 - Attachment B: Why we didn't make some changes – in detail
 - Shared Governance Meeting Notes from Review – Historical context
- The Policy web site will show:
 - UHS Policies
 - UHCL Policies (when we differ from UHS)
 - UHCL Policy retirements

A moment about Shared Governance

- This will change the current policy on Shared Governance
- Removing language on policy process
- Instead of trying to manage an administrative process, with an advisory, engagement, collaboration process.
- This policy improves and defines the role of Shared Governance, in this administrative process.
- It does NOT remove, reduce, or restructure UHCL's Shared Governance structure.

Questions

Next Steps:

I am sharing this with all Shared Governance Committees:

- University Life,
- Planning and Budget,
- Facilities Support Services, and
- Academic Council

Then to University Council

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs

Number: 03-A-46

AREA: Finance

SUBJECT: University Procurement Cards (P-Cards)

I. PURPOSE AND SCOPE

The State of Texas contracts with a bank to issue procurement cards (P-Cards) to state agencies and universities that wish to use them. The University of Houston-Clear Lake uses P-Cards, which are billed to the university, to increase the efficiency of the procurement process and reduce out-of-pocket reimbursements for purchases that do not require a purchase order or contract.

This policy statement addresses the procedures for the reimbursement of expenditures made by University of Houston – Clear Lake employees who incur expenses, on behalf of the University, on University issued (P-Cards).

II. POLICY INFORMATION

- A. Eligible UHCL employees may obtain a P-Card from their College or Department Business Administrator for university business purposes.
- B. Employees seeking a P-Card, must complete the procurement card application: <https://www.uhcl.edu/about/administrative-offices/procurement-contracts/documents/p-card-documents/12-p-card-application-form.pdf>
- C. Business Operations is responsible for providing annual training and guidelines to cardholders and administrators for the appropriate use and administration of P-Cards. Business Operations also serves as the intermediary between the bank and cardholders/administrators by issuing/canceling P-Cards, reporting disputed charges to the bank on the cardholder's behalf, and processing payments to the bank.
- D. Department heads are responsible for overseeing the use and administration of P-Cards within their division/college.
- E. All Department heads, college/division administrators, and cardholders must comply with the P-Card guidelines issued by Business Operations.
- F. P-Card expenses will be monitored and misuse of the credit cards may result in disciplinary action which may include termination of employment and/or criminal prosecution.

III. OPERATING GUIDELINES

- A. Please refer to **Attachment A** for details regarding P-Card operating guidelines and rules.

IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President Business Operations

Review: Every five years

APPROVAL

Vice President for Administration and Finance

President

Date: _____

V. REVISION LOG

Revision Number	Approved Date	Description of Changes
#7		Updated with operational guidelines

VI. REFERENCES

[SAM 03.A.04, University Credit Cards](#)

ATTACHMENT A**P - Card Policy and Guidelines – Covered in Mandatory Training****1. What is a P-Card?**

- A. A Purchasing Card, or “P-Card,” is a corporate liability card that provides a department buyer a way to spend money directly out of their budget. Although the card is issued to you, the University pays the monthly bill. Therefore, the card has no impact on your personal credit history.

2. Why is it used?

- a. The P-Card enables you to make small dollar purchases, quickly and directly, with minimum paperwork and processing. If grant dollars are funding the purchase then the Office of Sponsored Programs should be consulted in advance of the purchase. However, there are various rules about what can and cannot be purchased by P-Card, single-transaction spend limits, and processing the associated expenses. Restricted purchases can be found on the unacceptable purchases list. <https://www.uhcl.edu/about/administrative-offices/procurement-contracts/documents/03-cardholder-user-guide.pdf>

3. How do I get one?

- a. You may request a P-Card via DocuSign if you have a UHCL business need for one and are a UHCL employee. The card request must be approved by your supervisor or Dean, and your College or Department Business Administrator. It is processed and disbursed by the Business Operations office.
- b. There is one UHCL DocuSign form for ordering, increasing the credit limit, or closing a P-Card. [<https://www.uhcl.edu/about/administrative-offices/procurement-contracts/p-card>]
- c. The employee must also complete a Citibank P-Card Application. <https://www.uhcl.edu/about/administrative-offices/procurement-contracts/documents/p-card-documents/12-p-card-application-form.pdf>
- d. After approval, the DBA/CBA forwards the Citibank form to Business Operations.
- e. Business Operations ensures that the employee has completed P-Card training for the year and places the order for the card.
- f. Once the card arrives the P-Card Administrator notifies the employee and sets a date/time for card pick-up.
- g. The employee must sign the P-Card Agreement before the card is distributed.

4. What are the credit limits?

- a. The initial card limits are \$5000.

5. How do I increase my credit limit?

- a. If the employee needs an increase in the credit limit they must justify the reason.
- b. Credit limit increases above \$5000 are temporary.
- c. If additional buying power is needed we can accommodate it, temporarily.

6. **Why does the University lower my credit limit?**
 - a. P-Card use is evaluated periodically by P-Card Administrator and Internal Audit to ensure that the university has reasonable limits in place for internal control.
 - b. If prior spending patterns are lower than credit limits on the card then the credit limit will be decreased unless and until a temporary increase is warranted.
 - c. This limits UHCL financial risk.

7. **Can the university close my card?**
 - a. **Yes. UHCL reserves the right to close off a P-Card at any time, as necessary. This is a greater risk after the cardholder has 3 exception requests in a 6-month period.** An exception occurs when the cardholder has not followed P-Card guidelines and requests approval of their transactions and/or re-allocations.

8. **What happens when I move to a different department?**
 - a. When you move to a new position at UHCL or within the UH system you must return your card to P-Card Administrator in Business Operations in NOAll or you can leave it with your DBA/CBA and have them return it.
 - b. Please note, we will be unable to sign off on your Separation Form [if you are leaving UHCL] without returning your P-Card.

9. **What happens when I leave UHCL?**
 - a. Similar to the changing jobs scenario, you must return your P-Card before your last day.
 - b. The card's numeric profile is permanently erased, and the physical card is destroyed.
 - c. Again, please return the card several days before your last day so we can process your separation paperwork and have it signed when you need it.

10. **What are my obligations?**
 - a. **Card safety** – The cardholder is responsible for safeguarding the P-Card and account number at all times. No one else should use a P-Card except the person to whom it was issued, so no one should be making purchases on someone else's behalf. Do not save the card number in any readily accessible place or shared file; please make sure your browser has not saved your card information.

 - b. **Card replacement if lost/damaged** – Call 1-800-248-4553 immediately 24/7 and also notify the P-Card Administrator so we can arrange for a new card. If the card is damaged and un-usable just reach out to Business Operations for a replacement.

 - c. **Monthly accounting** – **The P-Card must be reallocated between the 5th day and the annual reporting calendar due date for each month.** Each cardholder must review and sign the expense report for the previous month's billing period, certifying that:
 - i. All charges were made by the cardholder
 - ii. All charges are for the correct amount

- iii. All charges are for UHCL business needs and in policy compliance
 - iv. All supporting documentation and information is provided to the department business office and is attached to the expense report.
- d. **Taxes** – If the P-Card is used to purchase meal the card holder is responsible for presenting a tax exempt form to the restaurant. We do not reimburse for Texas sales and use taxes. Click [here](#) for the form.
- e. **Errors & Disputed Charges** – The cardholder is responsible for contacting the merchant and requesting corrections for any billing errors. Arrange for a credit, or an exchange, or a return of merchandise. If a credit is issued by the merchant it must be provided as back-up documentation with the expense report in the next billing cycle. If an exchange is the remedy then the cardholder should arrange for the merchandise return asap.
- f. **Deliveries** – Please make sure you highlight the receiving department location when placing the order so the goods can be delivered on-time to the correct location.
- g. **Vendor choice and vetting** – The cardholder should use UHCL-preferred merchants and HUBs when possible, and if the purchase is >\$500 the cardholder must first confirm that the vendor is not on “vendor hold” with the State of Texas. Here is a link to that database: <https://fmcpa.cpa.state.tx.us/tpis/search.html>
- h. **Sales tax** – The cardholder should claim exemption from State of Texas sales tax when buying from Texas vendors. That exemption certificate can be found here: <https://www.uhcl.edu/about/administrative-offices/business-operations/documents/texas-sales-and-use-tax-exemption-certification.pdf>
- i. **If charged >\$10 sales tax** - Request a credit in writing within 15 days of the original transaction and upload it as documentation with the expense report. If the vendor refuses, do not use this vendor again.
- j. **Documentation** – The cardholder must obtain an itemized receipt for each purchase. Here are additional documentation points:
- i. The purpose and benefit of each transaction must be documented/uploaded
 - ii. Provide Office of Sponsored Programs approval document
 - iii. Any purchases involving logo, logotype or trademark require additional approvals before purchase – contact the Business Office for details
 - iv. For official functions and business meals, provide:
 - 1. Date and location of event
 - 2. Detailed description of nature & purpose of event
 - 3. ≤10 attendees – Names, titles, relation to UHCL
 - 4. >10 attendees – Name of honored guest, # of attendees, relationship of guest to UHCL

5. Business meals may not exceed \$45 per person
6. For grant cost centers, a pre-approval form with appropriate signatures is required:

<https://www.uhcl.edu/about/administrative-offices/procurement-contracts/documents/p-card-documents/16-osp-pcard-pre-approval-form.pdf>

k. Use it For:

- i. Conference Registration fees
- ii. Small purchases < \$5000 per transaction / per vendor/ per day
- iii. Memberships
- iv. Office supplies

l. Don't Use it For:

- i. Non-UHCL purposes
- ii. Personal items
- iii. OSP agreements
- iv. Alcoholic beverages
- v. Late fees/interest payments
- vi. Cash advances
- vii. Any services you purchase [intangible experience]
- viii. Travel costs
- ix. Gasoline
- x. Financial services
- xi. Scholarships, stipends, tuition, fees
- xii. Tips >20%
- xiii. Late or past due invoices (as a workaround to voucher)
- xiv. Other – Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter E, Rule 5.57; other UHCL prohibited purchases including those which required a requisition

m. P-Card Administrator, Coordinator Contracts and Procurement – Training Requests

- i. <mailto:Procurement@UHCL.edu>, 281-283-2153
- ii. If annual mandatory training is not completed by the deadline your P-Card will be inactivated until such time as your training is completed

n. Examples of Non-Compliance

- i. Any unauthorized or improper transaction, such as the following examples [list not exhaustive]:
 1. Another person uses your card
 2. Split purchases
 3. Travel charges

4. Flowers for employees or their relatives
5. >20% gratuity
6. Purchases without required approvals
7. Lacking vendor hold proof
8. Personal purchases

o. Cardholder responsible for repaying UHCL for improper use, within 30 days

p. Examples of Inadequate documentation, such as [list not exhaustive]:

- i. Expense report not uploaded on time
- ii. Expense report lacks supporting documents
- iii. Lacking vendor hold proof
- iv. Lacking advertising approvals
- v. Lacking business meal documentation
- vi. Lacking itemized receipts
- vii. Lacking proof of request for sales tax rebate
- viii. Lacking beginning and end dates for subscriptions or memberships

ATTACHMENT B

Note: for additional lines, just insert rows to each table as needed.

Format for Summary list of proposed changes

Paragraph	Proposed Change	Rationale for proposed change
A	Entire policy rewritten for updated process and clearer communication of that process	The previous policy lacked specific guidance on the P-Card process which has driven myriad exception requests due to non-compliance, subsequent manual review and approvals. These inefficiencies will be reduced with improved guidance and a more lucid policy.

Format for Summary list of rejected changes

Paragraph	Origination of recommendation	Recommended change	Rationale for rejection

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs

Number: _03-A-47

AREA: Finance

SUBJECT: Student Financial Responsibility

I. PURPOSE AND SCOPE

This policy describes the University of Houston Clear Lake (UHCL) process for managing student financial obligations, and student responsibilities provided herein.

University administrators have a fiduciary responsibility to ensure that student financial obligations are billed, accounted for, collected, and subsequently made available to the state and the university on a timely basis. Further, the university will use reasonable efforts to notify students of any outstanding obligations. It is the student's responsibility to meet these, as is required under Texas Education Code Section 54.007(a-b).

Texas Education Code Section 54.007 (c-d) further provides that the university may impose penalties for failure to pay tuition, fees, charges or any other financial obligations on time. These penalties include the use of third-party collection agencies if the university has not collected past due accounts directly.

II. PROCESS DESCRIPTION and DEFINITIONS

- A. Collection Responsibility – UHCL Student Business Services has the primary responsibility for the collection of registration-related student fees and other charges. They are accountable for (i) minimizing losses from unpaid student financial obligations, (ii) managing the business relationship with collection agencies, (iii) partnering with other departments to consider student financial appeals and enrollment initiatives, and (iv) working equitably, honestly and transparently with students to customize payment plans that enable students to continue their education while still preserving the university's financial health.
- B. Student Financial Obligations – Student financial obligations commence when an individual becomes a UHCL student. These may include tuition, room, board/meals, late registration fees, application fees, graduation fees, and other registration-related fees such as technology or lab fees.
- C. Other Charges – Additional charges may be added to the student account as a result of added classes; financial aid/veteran's benefit changes; credit card processing fees for online payments via MasterCard, Discover, Visa, or

American Express, or any additional card services; financial appeal refunds which, if approved, and as a result of previous financial aid, may increase student debt; various fines; various late payment or default fees; interest on short term loans; late penalty charges for missed installments; returned checks; returned electronic check or ACH fees; collections fees; payment plan set-up fees; and various auxiliary charges.

- D. Payment Methods – Payment can be made online via electronic check or ACH transaction, personal check, cashier check, money order, cash [in person only, 8-5, Monday-Friday] credit card [online only], or wire. Payments made after hours can be placed in a secure depository slot at the Student Business Services windows in Clear Lake or Pearland. Payment information must include student name and UHCL student ID number. Please note - if payment is made via depository after hours on the last day for payment then the payment will be processed the following business day.

Wire transfers may also be used to pay for financial obligations; the student should use their UHCL email account to obtain precise instructions from Student Business Services at SBS@UHCL.edu. The wire transfer amount should be the actual outstanding tuition and fee amount; any additional amount transferred will cause the original wire to be returned. Any associated costs for the wire(s) will be charged to the individual or company initiating the transfer, and these will be deducted from the wired amount. Tuition and fees are payable in US dollars. The student's account will be credited within three business days from the date the funds are received and confirmed in a UHCL bank.

- E. Notification – UHCL notifies students of their outstanding balances through the Student Business Services offices [Clear Lake and Pearland] throughout the semester. Student Business Services communicates with the student via their UHCL email account. UHCL email is the official university notification channel; students should check their email account periodically and maintain access to it if they have unpaid accounts. End of semester notices are also sent to students who still have an outstanding balance on the official closing day of the semester. Three notifications are sent to students regarding outstanding balances of accounts in jeopardy of being sent to collections. The notifications are sent approximately 90, 120, and 150 days after the end of the term. After 180 days any uncollected accounts are sent to a UHCL-contracted collections agency for further action.
- F. Additional Payment Options – UHCL Student Business Services offers two payment plan options for students who may have temporary difficulty in meeting their financial obligations. Winter or May mini semesters must be paid in full; no payment plans are available for these sessions since they have short

durations. Students may select a payment plan by logging into their e-Services account or visiting the Student Business Service offices to obtain support from staff. Under either option students must pay the open balance over \$500 on their account to enroll in classes for the next semester. The \$500 is still due and payable, however students will be permitted to enroll in additional courses if they are continuing their education at UHCL.

Installment Plan – This consists of four equal payments of 25% for tuition and fees, including an installment fee, with the first due by the initial payment due date of the semester. It is available in the Fall and Spring semesters. This plan is not available for the Summer session. Subsequent due dates are reflected on the agreement and on the student account in a “charges due” category. Courses subsequently added after registration ends will be feathered into the plan and an additional amount may be due with the change and remaining payments. Students who have not fulfilled their financial obligations on the installment plan by the later of payment deadlines or the end of the semester will be unable to obtain grades/transcripts. In addition, late fees accrue if payment is not made by the due dates, and a default fee applies if the balance is not paid in full by the official closing of the semester.

Short Term Loan – This is a more flexible arrangement. It is available in the Fall/Spring and Summer semesters. The first 25% payment of tuition and fees plus the installment fee, is due by the initial payment due date of the semester. The remaining 75% is due at later date and that is documented on the loan agreement in addition to being reflected on the student account in a ‘charges due’ category. Courses subsequently added after registration ends will be feathered into the plan and an additional amount may be due immediately as a result of the change and remaining payment amounts may also be increased. Students can make flexible payments of any amount throughout the semester until the final due date. Any payments they make after the final due date will be accepted, however, they will have a financial hold on their account until it is paid in full.

- G. Third Party Accounts - A company may arrange to pay UHCL tuition and fees for their employee, or alternatively, an individual may wish to pay for a particular student. These are identified as third-party accounts since someone other than the student is financially responsible. The Student Business Services office manages third party accounting, billing and collection after the student provides a voucher from their corporate or individual sponsor. Billing generally occurs after the final drop/cancellation process by the Registrar’s Office (after the 20th class day of the semester).

- H. Non-Payment Consequences – As consequences for a student’s failure to meet their financial obligations UHCL may take the following actions:
- Withhold official transcripts;
 - Deny registration for subsequent semesters;
 - Deny additional installment or loan options for subsequent semesters;
 - Deny additional financial aid disbursement
 - Assess additional fees for delinquent payments and/or returned items;
 - Report unpaid account balances to credit and/or collections agencies
 - Cease university-provided services
 - Place holds with State Comptroller’s office preventing state payment(s) to the individual holding the debt – this happens automatically through credit agencies
 - Place student on temporary 1-year cash payment basis after 3 bank returned items within an academic year, or a permanent cash payment basis after 5 bank returned items. Cash includes cashier’s check, certified check, money order, or credit card.
- I. Transcript /Diploma Holds – Students with unresolved financial obligations to UHCL may receive *unofficial* grade reports/transcripts or diploma, however, the university may withhold an *official* validated transcript or diploma containing the registrar’s seal.

III. **REVIEW AND RESPONSIBILITIES**

Responsible Party: Associate Vice President for Business Operations

Review: Every five years

APPROVAL

Vice President for Finance and Administration

President

Date: _____

IV. **REVISION LOG**

Revision Number	Approved Date	Description of Changes
#1		Entire rewrite of previous policy, format and content changed for clarity and compliance.

V. **REFERENCES – NONE**

ATTACHMENT A

Note: for additional lines, just insert rows to each table as needed.

Format for Summary list of proposed changes

Paragraph	Proposed Change	Rationale for proposed change
A	Entirely new policy.	The previous version was not a complete policy.

Format for Summary list of rejected changes

Paragraph	Origination of recommendation	Recommended change	Rationale for rejection

University of Houston ■ Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: FISCAL AFFAIRS
AREA: GENERAL

Number: 03.A.19

SUBJECT: Monthly Cell Phone Allowance

I. PURPOSE AND SCOPE

This policy provides guidelines for the administration of a Monthly/Bi-weekly Cell Phone Allowance in accordance with the [UH System Administrative Memoranda \(UH SAM\) 03.A.19 Monthly Cell Phone Allowance](#).

II. POLICY

The University of Houston-Clear Lake may provide a university employee an allotment for cellular service when it has been determined to be in the best interest of the university for the following Services:

- To address matters of preserving university assets during an emergency situation.
- To ensure the preservation and safety for university students, staff, faculty or any other person.
- To address emergency issues and/or immediate notification of campus issues and decisions by key leaders (limited to Emergency Personnel and Crisis Management team).

III. PROCEDURES

Procedures will outline steps to be followed for implementing the given policy.

- A. All allotments must be in compliance with IRS regulations and [UH SAM 03.A.19](#).
- B. The allowances will be as follows:

Cell phone and data service	\$35.00 per month
-----------------------------	-------------------
- C. The Cell Phone Allowances must be re-evaluated and reauthorized at least once a year. The expiration date for the allowance may be no later than the end of the current fiscal year.
- D. The Cell Phone Allowances paid to the employee are considered taxable compensation paid through the payroll system and, as such, are subject to required tax withholdings (see [UH SAM 03.0.06. Taxable Fringe Benefits](#)). Payment of such taxes incurred is the responsibility of the employee and shall not be reimbursed to the employee by the university. The Cell Phone Allowance is not considered an entitlement, if not part of an

employee's base salary, and may be changed or withdrawn by the university at any time.

- E. Cell phones subsidized by the university through a monthly/bi-weekly allowance are considered to be the personal property of the employee and may be used in any way the employee deems appropriate. Any service contracts the employee enters into regarding the acquisition or operation of a cell phone is personal to the employee. The university shall have no obligation or make any guarantees with respect to such contract to the employee or service provider. However, in the event of a public records request, Internal Audit investigation, or other civil or criminal investigation, the calling records of cell phones that are subsidized by the university must be provided by the employee.
- F. The Cell Phone Allowance will be charged to the same cost center as the employee's regular salary to comply with state fringe benefit requirements. This allowance is not intended to fully reimburse the employee for their total out-of-pocket costs given that the device is expected to be used by the employee for both business and personal use.
- G. To obtain approval for cell phone allowance, the eligible employee must complete the Cell Phone Allowance Verification Form available on the [Finance Forms page](#) and submit to the immediate supervisor for approval. The form should be duly signed by employee, supervisor, the Business Administrator, and the Component Head (President, Senior Vice President and Provost, or the Vice President for Administration and Finance).
- H. Once all approvals are obtained, the completed form must be forwarded to the Associate Vice President for Business Operations. Human Resources will be notified to add the allowance to the employee's compensation.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Assoc VP, Business Operations

Review: Every five years on or before June 1

V. APPROVAL

Vice President, Administration and Finance

President

Date of President's Approval: _____

VI. REFERENCES

[UH SAM 03.A.19 Monthly Cell Phone Allowance](#)

[UH SAM03.D.06 Taxable Fringe Benefits](#)

[UHCL Monthly Cell Phone Allowance guidelines](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	09/01/2013	Initial edition
2	08/28/2019	Reformatted using template with numbering system; added Approval section and Revision Log; and changed "Senior Business Coordinator" to "Business Administrator."
3	XX/XX/XXXX	Revision of policy to reduce eligible recipients and to align reimbursement with current costs

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs
AREA: Payroll

Number: 03.D.04

SUBJECT: Payroll Check Policy

I. PURPOSE AND SCOPE

In accordance with [UH System Administrative Memorandum \(UH SAM\) 03.D.04 Payroll Check Distribution](#), this document describes appropriate procedures for payroll check distribution when paper checks have been issued for University of Houston-Clear Lake employees. The Treasurer's Office at the Main Campus will assure that checks, together with the check distribution log are printed and the sequence verified; and that checks signed, sorted, and available for pickup on payday.

II. POLICY

The University of Houston-Clear Lake has the responsibility to ensure that employees compensated, in a timely and accurate manner, for their time and effort.

III. PROCEDURES

- A. UHCL Mail Services staff will pick up checks in a sealed envelope from UHS Treasury.
- B. UHCL Mail Services staff will deliver the sealed envelope with payroll checks to Student Business Services (SBS).
- C. Upon receiving the sealed envelope with payroll checks, SBS maintains a record of payroll checks with receipt date, employee name, departmental pick up date and name of the departmental authorized representative. All checks stored in the vault.
- D. An email notification sent to the authorized department representative to pick up the payroll checks.
- E. Only departmental authorized representative or the payee shall pick up the checks from SBS with an ID. Department heads shall submit a [Payroll Collector Authorization Form](#) to SBS. The department head and the business administrator must sign the Payroll Collector Authorization Form. Departmental authorized representative must have a current cash handling form on file in General Accounting.
- F. The Department Head and Authorized Representative are responsible for the proper disposition and delivery of the check to the payee.

IV. UNCLAIMED AND RETURNED CHECKS

- A. SBS is the designated department to return unclaimed payroll check to UHS Treasurer's Office.

- B. Unclaimed payroll checks returned to the Treasurer’s Office within 90 days of the date of distribution. All departmental authorized representative must return unclaimed payroll check to SBS before 90 days of the date of distribution.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Finance

Review: Every three years on or before March 1

VI. APPROVAL

Vice President, Administration and Finance

President

Date of President’s Approval: _____

VII. REFERENCES

- [UH SAM 03.D.04 Payroll Check Distribution](#)
- [UHCL Payroll Collector Authorization Form](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	03/19/2014	Initial edition
2	07/23/2018	Revised to align with current procedures
3	03/22/2019	Reformatted using template with numbering system; added Purpose and Scope section with link to UHS SAM, Policy Statement section, Unclaimed and Returned Checks section, Review and Responsibility section, Approval section, and Revision Log; and changed “Business Coordinator” to “Business Administrator”.
4	06/05/2019	Reformatted using HR-MAPP template.
5	08/28/2019	Reformatted using MAP template and updated links.
6		No changes

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs

Number: 03.A.05

AREA: Procurement

SUBJECT: Contracts

I. PURPOSE AND SCOPE

This document sets forth requirements applicable to all contractual instruments for services, including but not limited to contractual documents, terms and conditions, leases, letters of agreement, letters of intent, memoranda of understanding, and interagency or intercampus agreements,

- A. Executed on behalf of the University of Houston-Clear Lake for and on behalf of and/or any unit of the university (collectively, “the university”);
- B. Intended to be binding on the university; and
- C. To which the university is a party or signatory in any capacity, regardless of funding source, amount of funds expended or generated, and whether or not remuneration, monetary or in-kind, is involved, and/or contracts that are not required to be administered with the UHS Office of Contract Administration (UHS OCA).

This document was created to comply with Board of Regents [Policy 53.04](#), [Policy 55.01](#), University of Houston System Administrative Memorandum ([SAM](#)) [03.A.05 Contract Administration](#), and applicable federal and state laws, regulations, agency advisory opinions and judicial and administrative determinations.

This document does not cover contracts for consulting or outside employment entered into by a university employee where the university employee acts as an independent consultant or contractor; contracts pertaining to sponsored projects, programs, activities for research and/or intellectual property which are funded by grants or other external funding sources; or procurement of supplies, goods or equipment that are normally provided by the university Procurement Department.

II. POLICY

- A. No person has the authority to bind the university contractually, except in accordance with this policy.
- B. All contracts shall have all applicable administrative and legal reviews completed and be signed by all parties prior to commencement of any duties/actions by the parties as stipulated in the contract. Board of Regents approval must be obtained in an Open Meeting for certain contracts (see Section III. K of this document).
- C. Contracts are legally binding on the university only upon execution of the contract by the university official with delegated contractual signatory authority. All delegations of contracting authority must be made in writing, approved by the President, and filed with the UHS Office of Contract Administration by September 1 of each fiscal year in which they will be effective. No employee, officer or agent of the System shall have the authority to execute contracts unless

expressly delegated such authority pursuant to this document.

- D. Amendments, changes, extensions or renewals to the original contract must be processed in the same manner as the original contract. A copy of the original contract must be included with the amendment, change, extension or renewal at the time the documents are processed for approval. In instances where the original contract was approved by the Board and the aggregate revised contract amount does not exceed 25% of the original contract, the President is authorized to execute the amendment, change, extension, or renewal without further action from the Board. In instances where the original contract was not approved by the Board and the aggregate revised contract amount will exceed \$1,000,000, the Board must approve the amendment, change, extension, or renewal.

III. GENERAL PROVISIONS

- A. Originating Unit Responsibilities: The originating unit assumes primary responsibility for a contract, from inception to completion of the transaction. The originating unit is responsible for monitoring and assuring performance in accordance with provisions of the contract and for reporting non-compliance to the College/Division Business Administrator and, as appropriate, to the appropriate Vice President. With regard to real estate matters, the UHS Office of Real Estate Services (ORES) is the originating unit and is solely responsible for submitting real estate contracts to UHS OCA. Departments of the university must work with ORES on real estate matters. UHCL's Contract Administration and UHS OCA will provide needed assistance as requested.
- B. College/Division Business Administrator Responsibilities: The College/Division Business Administrator supporting the originating unit must:
1. Review the contractual documents for business terms, accuracy, appropriateness, availability of funds, and compliance with university policy.
 2. Certify approval of the contractual documents and transaction by obtaining signatures for the Contract Cover Sheet when submitting agreement to UHS OCA.
 3. Work with the originating unit to obtain any documents referenced in the contract, such as proof of insurance, exhibits, or attachments, and forward copies with contracts to UHCL's Contract Administration.
 4. Develop and maintain a contract management system to ensure that the terms and conditions of each contract are performed in an appropriate manner. The individual(s) responsible for ensuring that the terms and conditions of the contract are met shall sign a receiving report acknowledging this important responsibility. Such documentation, to include an acknowledgement statement and the person's name, signature and date of signature, shall be maintained with the records associated with each contract.
 5. Report all contracts with a dollar amount exceeding \$0.00 which are executed on or after September 1, 2015, whether reviewed by UHS OCA or not, in the manner required by the Division of Administration and Finance.
- C. UHCL Contract Administration: The UHCL Contract Administration Department duties include:
1. Process and maintain contractual instruments not otherwise processed by the Office of Sponsored Programs (OSP). This office shall: Review all standard and non-standard contracts not otherwise the responsibility of the Office of Sponsored Programs;
 2. Provide training for all university departments to facilitate compliance with this UHCL MAP.

3. Provide required notices to the Legislative Budget Board (LBB) and other required state reporting offices within the specified time frame.
 4. Advise and assist the originating unit, with the assistance of UHS OCA, regarding the most appropriate contract form for the purpose specified and related legal issues.
 5. All non-standard contracts (with the exception of those that are the responsibility of the Office of Sponsored Programs) are to be forwarded to UHCL Contract Administration for recommendations, and/or revision, and/or possible submission to the UHS OCA for legal review.
 6. The UHS Office of General Counsel (OGC) may prepare and designate certain contracts as "standard" whereby further OGC review and approval as to form may not be necessary, so long as the standard form of agreements have not been altered and other policies related to standard contracts are followed.
- D. Legal Review: [Board Policy 55.01](#) requires review and approval as to form by the OGC of all non-standard contracts prior to execution by the university. See Section V.C. for a discussion of non-standard contracts
- E. Duration: The duration of any contractual transaction cannot be specified in a contractual instrument to extend beyond a cumulative period of five consecutive years, including renewal terms. The official with delegated authority must approve exceptions to this time period in writing.
- F. Execution: Contracts are legally binding on the university only upon execution of the contract by the university official with delegated contractual signatory authority.
- G. Historically Underutilized Business (HUBs): The university will comply fully with the letter and spirit of [Chapter 2161](#) of the Texas Government Code (refer to [Board Policy 55.04](#) and [UH SAM 03.B.02](#)).
- H. Record Retention: Each contracting party, including the originating unit, should retain one fully executed copy of the contract in their respective files. If UHS OCA is required to review the contract prior to execution, in accordance with this policy, UHCL Contract Administration shall forward an electronic copy of the fully executed contract to UHS OCA immediately after contract execution.
- I. Audit Clause: All revenue-generating contracts and all contracts where payment by the university is contingent upon records processed and maintained by another party to the contract shall contain an audit clause. This clause shall give the university the right to access and audit any and all documents pertaining to the contractual relationship held by any party to the contract.
- J. Contracts Requiring Board Approval: Board approval must be obtained in an open meeting for contracts described in [Board Policy 55.01.1](#), including the following contracts:
1. Contracts for the purchase, gift or acquisition of real property;
 2. Contracts for the sale, or conveyance of any interests in real property; expressly excluded are utility easements to serve one or more component universities;
 3. Real Estate leases, lease renewals and extensions, as lessee, if the obligation of the lease is equal to or greater than \$1,000,000;
 4. Oil and gas leases with an expected bonus exceeding \$100,000;
 5. Banking agreements;
 6. Any single procurement or revenue contract for construction, equipment, goods, and/or services, not specified above, that is expected to exceed \$1,000,000;
 7. Any extension, modification, or renewal of an existing contract that would cause the revised aggregate contract amount to exceed \$1,000,000 or that increases the value of

a contract previously approved by the Board by over 25%;

8. Any series of contracts that are initiated in the same department for the same goods or services with the same party within a fiscal year, that, if combined in one contract, would require Board approval; and
9. Any other contract the Board might designate as having significant importance to require Board approval.
10. The Board holds four regularly scheduled meetings per year. The current meetings schedule can be accessed at <http://www.uhsystem.edu/board-of-regents/meetings/> With the exception of Office of Sponsored Programs contracts, in order to submit a contract for Board approval, each submitter must send the contract with an accompanying, completed Board of Regents' Agenda Cover Sheet to the Office of the Senior Vice Chancellor for Administration and Finance.

IV. SPECIAL CONTRACTING REQUIREMENTS

- A. Competitive Procurement Requirements: The University may acquire goods or services by the method that provides the best value, including competitive bidding; competitive sealed proposals; a catalogue purchase; a group purchasing program; or, an open market contract. The following criteria shall be considered in determining best value: the purchase price; the reputation of the vendor and of the vendor's goods or services; the quality of the vendor's goods or services; the extent to which the goods or services meet the institution's needs; the vendor's past relationship with the institution; the impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services for persons with disabilities; the long-term cost to the institution of acquiring the vendor's goods or services; any other relevant factor that a private business entity would consider in selecting a vendor; and, the use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provides written justification in the request for bids for use of the unique material specified. Furthermore, the following additional criteria shall be considered in determining best value: a vendor proposal must meet the requirements of the university's solicitation document; and a vendor proposal that is non-responsive to the criteria set forth in the university's solicitation document shall be rejected.
- B. Lease of Space by a University Unit: The Chancellor must approve all leases, regardless of the source of funding. An originating unit that desires to lease space should anticipate working with ORES and UHS OCA at least six months prior to the proposed effective date/start date for the resulting lease agreement to allow sufficient time to formulate lease specifications, evaluate bids, and develop the appropriate lease agreement. With respect to the foregoing, an originating unit must confirm the source of funds before submission of the lease.
- C. Consulting or Professional Services Contracts: See [Texas Government Code, Chapter 2254](#).
 1. Consulting Services: "Consulting Service" is the service of studying and advising a state agency in a manner not involving the traditional employee/employer relationship. To "study" means to consider some aspect of the agency in detail. To "advise" means to provide a recommendation or identify options with respect to some course of action. Generally, a true "consultant" delivers information or provides assistance that enables the state agency to take some course of action. When a contract involves a mix of deliverables, it is considered a consulting contract only when consulting services, as defined above, are the primary objective of the contract.

There are numerous state requirements governing filing of notices to solicit and award consulting contracts and to process renewals, amendments and extensions. An originating unit must work with UHCL Contract Administration and allow sufficient time to complete publication and notice requirements as set forth by Section V.H.7. Failure to comply with these requirements will render the contracts void.

2. Professional Services: “Professional Services” are those services directly related to the professional licensed practices, such as accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraisal, or professional nursing. Services provided by professionals outside the scope of their profession, e.g., management-consulting services provided by accounting firms, are not considered professional services for the purposes of this policy.

State law requires that selection and award of contracts for professional services be based on the professional’s demonstrated competence, the professional’s qualifications for the type of services to be performed, and a fair and reasonable price, rather than on the basis of competitive bids.

3. State Agency Reporting: The university is required by the LBB by directive letter dated August 2014 and by law to provide written notice to the LBB not later than the tenth day after the date on which the component enters into contracts for professional services, other than contracts for physician or optometric services, valued at over \$14,000, including an amendment, modification, renewal, or extension of the contract ([Texas Government Code, §2254.006](#)). Furthermore, the university is required to provide written notice to the Texas Secretary of State for publication in the [Texas Register](#) of the university’s intent to enter into a major consulting services contract, defined as a consulting service agreement exceeding \$25,000 for an institution of higher education, not later than thirty days before the university will enter into that contract. The notice must include a finding by the President that consulting services are necessary, an explanation of that finding, and information about how prospective consultants can submit offers for consulting services for this contract (see Texas Government Code, Sections [2254.028](#) and [2254.029](#) for details). In addition, not later than twenty days after entering into a major consulting services contract, the component university must publish specific information about the consulting contract in the [Texas Register](#) (see [Texas Government Code, Section 2254.030](#) for details). Also, the university is required by law to provide written notice to the LBB not later than the tenth day after the date on which the university enters into contracts for construction projects valued at over \$14,000, including an amendment, modification, renewal, or extension of the contract ([Texas Government Code, §2166.2551](#)).

4. Yearly Report to the Board of Regents: UHS OCA, in consultation with the components reporting to the Senior Associate Vice President for Finance, shall compile a report of all contracts for consulting or professional services, where total compensation from system-wide sources to a single entity exceeded \$250,000 during the fiscal year, for submission by the Senior Vice Chancellor for Administration and Finance to the Board of Regents at the first meeting of the next fiscal year (refer to [Board Policy 55.01.4](#)).

- D. Revenue-Generating Contracts. All contractual transactions for which revenues will be generated for the university and/or any unit of the university must comply with requirements set forth in this MAP, including review by the UHS OCA, the Office of Tax Compliance (to determine if unrelated business income might be affected and review by such office should occur prior to submission of the contract to UHS OCA), Associate Vice President for Finance (or designee), and processing by the UHS OCA and execution by the appropriate university official. University units are authorized to arrange for contractual opportunities that generate

revenue, if the transaction is directly related to furthering the university's educational, research, extension, public service, or campus support functions.

To help ensure compliance with [SAM 03.A.05 Section 7.5](#), all UH System revenue contracts of more than \$50,000 will document appropriate administrative reviews using the "[Revenue Contracts Over \\$50,000 Administrative Review and Approval Form](#)". This form helps to ensure that all revenue contracts have appropriate reviews for tax compliance, debt covenant compliance, and auxiliary enterprise compliance. Specific instructions for form routing are found on the second page of the form. Revenue contracts over \$50,000 will not be accepted by the UHS OCA without a completed and signed form.

- E. Contracts for Legal Services: Originating units cannot initiate contracts for legal services. All contracts for legal services are initiated only by the UHS OCA and only after approval has been obtained from the Office of the Attorney General for the State of Texas (refer to [SAM 01.D.02, Employment of Outside Legal Counsel](#)).
- F. Contracts for Major Information Systems: The university is required by law ([Texas Government Code §2054.008](#)) to provide written notice to the LBB, not later than the tenth day after the date on which the university enters into a contract for a major information system that, in the aggregate, cost more than \$1,000,000; a service related to computers, including computer software, that costs more than \$1,000,000; and a telecommunications apparatus or device that serves as a voice, data, or video communications network for transmitting, switching, routing, multiplexing, modulating, amplifying, or receiving signals on the network and costs more than \$1,000,000.
- G. Contracts for Leased Space: The UHS OCA compiles and maintains information regarding leased space pertaining to local funds by the university pursuant to delegated authority from the Texas Facilities Commission (TFC). On a yearly basis, UHS OCA updates this information and prepares and submits a report to the Vice Chancellor for Administration and Finance. In turn, the Vice Chancellor for Administration and Finance forwards the report to the TFC.
- H. Electronic State Business Daily (ESBD): The university will post notification on the ESBD of formal procurement solicitations for which the agency expects to pay more than \$25,000 when any non-federal funds will be used to pay for the contract, and more than \$150,000 when only federal funds will be used to pay for the contract. The ESBD can be accessed at <http://www.txsmartbuy.com/sp>. A department that desires to post notification should contact the university's Procurement Department for assistance with ESBD posting requirements.
- I. Agreements with Other State and Local Government Entities: The university may contract with another state agency for the provision of necessary and authorized services and resources by Interagency Agreement, subject to the requirements of this policy. Assistance may be requested from UHCL Contract Administration.

V. CONTRACT PREPARATION

- A. Necessary Information: In order to prepare documents necessary for a transaction, the originating unit must obtain and verify the following information:
 1. the name, street address, city, state, e-mail address and phone number of the non-university party;
 2. the name and title of the person(s) who will sign on behalf of the non-university party, if the party is a corporation;

3. the amount that will be paid or received (if a revenue-generating contract) for the goods or services;
4. the university cost center and account code from which payments will be made or into which revenues will be deposited;
5. a detailed description of goods or services that the university is procuring or providing (if a revenue-generating contract);
6. the start date for rendition of services or delivery of goods or the effective date/start date upon which the term of the contract will commence;
7. the date on which the services will be completed or the goods will be delivered or the term of the contract will expire; and
8. confirmation from the Texas Comptroller that all contracting parties are in good standing with the State of Texas, having no unpaid financial obligations when local (non-state) funds will be used to pay the contractor.

B. Standard Contracts: Standard contracts are forms that have been approved as such by the OGC pursuant to [UH SAM 03.A.05](#), Section 6.2. Such forms are available from the UHCL Contract Administration website <https://www.uhcl.edu/about/administrative-offices/procurement-payables/contracts>

1. Use: Review by the UHS OGC is unnecessary for a standard contract unless substantive changes have been made in the new agreement, or if the value of the contract, including any amendments thereto, exceeds \$50,000. Examples of “non-substantive changes” include changes in the names of the parties, amount of consideration, and the date of entry of the agreement. Substantive changes include the addition or deletion of provisions in a standard agreement or purchase order, or additions of attachments or addenda to a standard agreement or purchase order that contain additional terms and conditions.

Requests for a standard contract designation must be made to the UHS OCA through the UHCL Contract Administration Department.

2. Limitations: Under Section 6.2 of [UH SAM 03.A.05](#), unless a contract has been designated as a standard contract by the UHS OCA, the contract must be reviewed and approved as to legal form by the UHS OCA before execution. For the purpose of this section, a contract includes but is not limited to any document, which purports to create binding obligations, rights and/or duties between the university or its component entities and any third party. Contracts requiring UHS OCA review and approval includes documents entitled: “Agreement,” “Memorandum of Understanding,” “Statement of Intent,” or similar designations. Prior review and approval is also required for any addenda or additions to a standard contract or a standard university purchase order or other similar documents that contain additional terms and conditions that have not been reviewed by the UHS OCA.
3. Sponsored Projects: When contracts are generated pursuant to sponsored projects and are funded with sponsored project funds, including line-item appropriated funds, federal funds, or other external funds, the originating unit program must use the Office of Sponsored Programs.
4. The Business Administrator for the originating unit is responsible for ensuring that the wording in standard contracts has not been altered from that approved by the UHS OCA/OGC. If wording has been altered, the contract must be forwarded to the UHCL Contract Administration Department to be sent to UHS OCA for review and approval

as to form.

- C. Non-Standard Contracts: Some non-university parties prefer to use their contract for a transaction. If a non-standard contract will be used for a transaction, then the contract will be routed through the UHCL Contract Administration Department for recommendation, revision and/or possible submission to UHS OCA for review.

OCA Cover Sheet: For submittal to UHS an electronic copy of the OCA Cover Sheet should be obtained from the UHCL Contract Administration website. The originating unit should complete the OCA Cover Sheet, including obtaining all required signatures.

1. Contracting Accounts: If the contract procures professional services or consulting services, then the correct account must be included on the Contract Cover Sheet.
 2. Amendments: If submitting an amendment to a contract, an OCA Cover Sheet for the amendment must be prepared. The amendment must be accompanied by copies of the original contract (and all addenda).
 3. Amendment – Authorized Signatories: The authorized representatives of the university (or their designees) and the contractor who signed the original contract must sign the amendment. If, however, the amendment significantly increases the total amount of funds expended by the university, then the next level administrator, in accordance with university's signature authority document, is the appropriate university signatory.
- D. Description: The contract must contain enough detail so that the respective responsibilities of the parties are clearly delineated.
- E. Authorized Signatures: A list of appropriate signatories for contract types and levels of funds paid or generated is maintained in the UHCL Contract Administration Department.
- F. Contract Completion: An originating unit should complete the appropriate contract template by downloading the current electronic file of the template and completing the contract. Contracts should not contain handwritten information. A contract is a legal document; therefore, only the parties' signatures should be handwritten.
- G. Insurance Provisions: The originating unit must confirm all insurance provisions with the UHCL Contract Administration Department prior to submitting a contract. Unless a waiver is granted, a Certificate of Insurance (COI) must be secured from the contractor to verify coverages.
- H. Processing Time Frames:
1. Processing Time: Contracts should be processed as far in advance as possible before the effective date/start date of the contract or before the start date for rendition of services, delivery of goods, or occupancy of leased space. An originating unit should be cognizant of the time periods required for processing different kinds of contracts. For example, a contract for consulting services as explained in Section IV.C.1 must be processed far enough in advance of the effective date/start date of the contract to effect compliance with state rules and regulations, and/or Texas Government Code requirements ([Chapter 2254](#)). Rush requests for contract review must be sent in writing to UHCL Contract Administration with a justification for such rush based on external objective business factors, and UHS OCA shall consider, but is not obligated to grant such requests.
 2. Effective Date/Start Date: The effective date/start date of the contract and/or the start date for rendition of services, for delivery of goods, for occupancy of leased space, or for use of leased equipment should be specified with a specific effective date (which is the preferred method), or as follows: "upon execution by the authorized

representatives of the parties.” In the alternative, the effective date/start date should be no sooner than the date on which all applicable administrative and legal reviews have been completed and signed by all parties prior to commencement of any duties/actions by the parties as stipulated in the contract.

3. Competitive Procurement Requirements: All university contractual procurements, whether for goods and services are subject to Section IV.A of this UHCL MAP. Consult the Procurement Department UHCL MAP to select the appropriate procurement method based on the expected dollar value of the contract, type of contract, and type of funds used to pay for the contract. An originating unit must allow sufficient time for submittal and processing of solicitations by Procurement to assist with soliciting, receiving, and processing as follows:
 - a. Invitations to Bid (ITB): ITBs are posted on the ESBDB for a minimum of 14 calendar days before bids are due to the Procurement Department. ITBs are issued for well-defined goods, but may include ancillary services such as installation of training. An originating unit that contemplates issuance of an ITB should anticipate working with the Procurement Department at least 60 days prior to the proposed effective date/start date for the resulting contract to allow sufficient time to develop specifications for the ITB, post the ITB on the ESBDB, review bids to determine which were responsive (i.e., met the requirements of the ITB), and execute a contract with the lowest responsive bidder. ITBs do not permit negotiation with the selected vendor.
 - b. Request for Proposal (RFP): RFPs are posted on the ESBDB for a minimum of 21 calendar days but may be posted for longer for complex solicitations that require additional time to prepare a response. RFPs are issued for consulting, construction, and other contracts where services are a major component of the resulting contract, though RFPs may include goods as well. Vendor selection involves a committee that evaluates responsive vendor proposals using the criteria in the RFP. An originating unit that contemplates issuance of an RFP should begin working with the Procurement Department at least 120 days prior to the proposed effective date/start date for the resulting contract in order to have sufficient time to develop the requirements of the RFP, post the RFP on the ESBDB, review proposals to determine which are responsive (i.e., have met all requirements of the RFP), evaluate and rank responses, conduct vendor interviews, if needed, re-evaluate and re-rank responses after interviews, if needed, and negotiate and execute a contract with the selected vendor.
 - c. Request for Offers (RFO): RFOs are just like RFPs as far as the posting period on the ESBDB and vendor selection process, except RFOs are specifically for information technology contracts, including hardware, software, and/or services. Departments anticipating issuance of a RFO should begin working with Procurement at least 120 days prior to the proposed effective date/start date for the resulting contract.
 - d. Request for Qualifications (RFQ): RFQs are issued for specialized services, including professional services, and include a scope of work to be performed. Vendor selection is based on the qualifications of the respondents for the type of work needed. Once the most qualified respondent is chosen by the selection committee, the university attempts to negotiate a contract with that vendor at a fair price. If unable to contract with that vendor, the university breaks off negotiations with that vendor and may attempt to contract with the next highest ranked vendor. The posting period on the ESBDB and vendor selection process are

the same as the RFP, except price is not considered during vendor selection. Departments anticipating issuance of a RFQ should begin working with Procurement at least 120 days prior to the proposed effective date/start date for the resulting contract.

- e. Informal Bids: Informal bids are quotes from vendors in response to an emailed request for bids. Informal bids are required when the expected contract requires competition but does not require a formal solicitation process and are obtained by the Procurement Department. If informal bids are required, the originating unit should submit a purchase requisition to the Procurement Department at least 15 days prior to the proposed effective date/start date for the resulting contract. Any quotes obtained by the department should be attached to the requisition.
- f. Sole Source: If only one vendor can provide the good or service needed and competition is not possible, a sole source justification form must be completed by the originating unit and sent to Procurement for approval. If the Procurement Department approves, a contract can be issued to the vendor without competition. If the Procurement Department does not approve, Procurement will conduct the appropriate solicitation process to verify no other vendors can provide the good or service.

The UHS OCA should review all ITB, RFPs, RFOs, and RFQs for compliance prior to the university's release for matters that require Board of Regents' approval or relate to the construction or demolition of any structures on university property.

4. Board of Regents' Approval: Contracts requiring Board of Regents' approval, as specified in Section III.J. of this document, must be submitted for processing to the UHS OCA and to the Senior Vice Chancellor for Administration and Finance a minimum of 60 calendar days prior to the date of the Board meeting at which approval will be sought.
5. Standard Contracts: All standard contracts should be submitted for processing to the appropriate contracting office at least 15 business days prior to the effective date/start date of the contract.
6. Non-Standard Contracts: All non-standard contracts should be submitted for processing to the appropriate contracting office at least 15 business days prior to the effective date/start date. The additional time is needed for legal review.
7. Contracts for Consulting Services: Contracts for consulting services for which payment of more than \$25,000 will be made, in whole or in part, from state or federal funds must be submitted to the UHS OCA at least 60 business days prior to the effective date/start date. The additional time is needed to comply with state law.

VI. PAYMENT ON CONTRACTS

- A. Contract Number and Dates: Payments must be initiated by an originating unit on a receiving report which is sent to Accounts Payable. The Accounts Payable Department makes payment against the purchase order, which was used to encumber the contract. The appropriate account(s) must be used. The "contract number" is defined as the number issued by UHCL Contract Administration. The contract number and contract start and end dates must be typed in the Comments field of the requisition, which is linked to the PO.
- B. Completion, Submittal of Documentation: The originating unit is responsible for attaching all

pertinent documents and providing all required information on the receiving report submitted to the Accounts Payable Department.

- C. Payment or Reimbursement for Contractor's Expenses: Contractor expenses may only be directly paid by the university or reimbursed to the contractor if the contract permits the payment or reimbursement of expenses. The contract must indicate the maximum amount of expenses that can be paid or reimbursed. All expenses must be supported by detailed receipts or invoices.

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Finance

Review: Every three years on or before September 1

VIII. APPROVAL

Vice President, Administration and Finance

President

Date of President's Approval: _____

IX. REFERENCES

[Texas Government Code Title 10 Subtitle B Chapter 2054 Information Resources](#)
[Texas Government Code Title 10 Subtitle D Chapter 2161 Historically Underutilized Businesses](#)
[Texas Government Code Title 10 Subtitle D Chapter 2166 Building Construction and Acquisition and Disposition of Real Property](#)
[Texas Government Code Title 10 Subtitle F Chapter 2254 Professional and Consulting Services](#)
[Texas Register](#)
[TXSMARTBUY.com](#)
[UH SAM 01.D.02 Employment of Outside Legal Counsel](#)
[UH SAM 03.A.05 Contract Administration](#)
[UH SAM 03.B.02 Contracting with Historically Underutilized Businesses \(HUBs\)](#)
[UHCL Contract Administration](#)
[UHS Board of Regents Meetings](#)
[UHS Board of Regents Policies Section VI](#)
[Delegation of Authority Table](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	02/25/2009	Initial edition
2	11/17/2015	Reviewed and updated
3	04/30/2019	Reviewed and revised to new format
4	06/12/2019	Reformatted with HR-MAP template; added list of references
5	09/23/2019	Changed "Section" from Finance to Fiscal Affairs, changed "Area" from Procurement & Payables to Purchasing, and updated links.
6	01/23/2020	Added information regarding the new "Revenue Contracts Over \$50,000 Administrative Review and Approval Form".
7	5/12/2020	Added Delegation of Authority table based on SAM 03.A.05

UHCL Delegation of Authority Table

Refer to [SAM 03.A.05](#)

Delegated Authority Category	Policy Regulation (s)	Designee	Additional Information
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$300,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>University President</p>	<p>Each University President may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$300,000 that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>VP's¹</p>	<p>Each VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: <u>For academic departments:</u> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$300,000 that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>Sr. VP AA/Provost²; VP</p>	<p>Sr. VP AA/Provost; VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>

<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, between \$300,000 - \$500,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>UHS Sr. Vice Chancellor & UHS Chancellor & UH President</p>	<p>Chancellor & UH President may further delegate authority in writing to UHCL President as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, greater than \$500,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>UHS Chancellor & UH President</p>	<p>UHS Chancellor & UH President may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, \$1,000,000 and above require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>UHS Board of Regents</p>	<p>UHS Board of Regents</p>
<p>CONTRACTS: <u>For academic departments:</u> Approves related interagency, interlocal, study abroad, affiliation, memorandum of understanding, internship, externship, or other agreements related to the placement or exchange of students, faculty, curricula, staff, scholars or facilities, which are generated to provide educational opportunities or may support interaction involving teaching, research, or exchange that do not require approval by UHS Board of Regents.</p>	<p>SAM 03.A.05</p>	<p>President/ Sr. VP AA/Provost; VP</p>	<p>President/ Sr. VP AA/Provost; VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, up to \$100,000 that do not require</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>Associate VP, Finance; Executive Director Procurement</p>	<p>Associate VP, Finance; Executive Director may further delegate authority in writing to other administrative officers as is appropriate.</p>

approval by the UHS Board of Regents (as applicable), along with related documents and instruments.			Such written delegations must be on file with the Office of Contract Administration.
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of, major construction projects, major repair of equipment/s, deferred maintenance, road construction or repair, professional and consulting services relating to construction projects up to \$100,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p> <p>Change orders that do not substantially modify the scope of work of the original contract and/or nullify the effect of the competitive determination of lowest responsible bidder. Total number of change orders executed for a particular purchase order or contract shall not cause the originally awarded contract price to be exceeded by more than 10 percent.</p>	BOR Policy 55.01.3A; SAM 03.A.05	Associate VP, Facilities, Construction and Management	Associate VP, Facilities, Construction and Management may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.

¹ VP – Vice President. VP Administration and Finance; VP Student Affairs; VP University Advancement

² Sr. VP AA/Provost. Senior Vice President Academic Affairs and Provost

CONTRACT PROCESS OVERVIEW - MARCH 1, 2023



PLEASE NOTE : Performance & Speaker Agreements require an insurance waiver (UHCL not responsible for vehicles on campus). Professional Services Agreements are used for medical professionals. OCA coversheet required for legal reviews. Standard Contract Addendum is required to comply with TX Gov Code when our contract's terms and conditions are changed by the vendor, or they require that we use their contract template instead. Contracts valued at \$0-\$15K, no bid required. Contracts between \$15K - \$25K need 3 informal bids [not posted on ESB]. Contracts >\$25k need 3 formal bids [post on ESB]. Procurement method choices are: sole source, cooperative contract, bid solicitation and emergency purchase. Electronic State Business Daily = ESB. **CONTRACT ENCUMBRANCES** - must be planned for during annual budget cycle.

University of Houston  Clear Lake
FY2022 - FY2023 Planning and Budget Committee (PBC) Attendance Sheet

Meeting Date: 02/22/2023

Members	Seat	Role	Absent/Present
Meagan Bearden	USA	Staff Representative	✓
Yvette Bendeck	Faculty 1 (serving until 2023)	BUS College Representative	
Mark Denney	VP Administration & Finance	Division Representative	Mark Denney
Omah Williams-Duncan	Faculty 2 (serving until 2024)	COE College Representative	Omah Williams-Duncan
LeeBrian Gaskins	AVP Information Technology	Department Representative	✓
Jamie Hester	PBC Administrative Support		
Lorie Jacobs	Faculty 3 (serving until 2023)	HSH College Representative	online
Kurt Lund	USA	Staff Representative	Kurt Lund
Chris Maynard	Academic Affairs/Provost	Division Representative	
Tim Michael	Chair	BUS College Representative	
Jeffrey Mountain	Faculty 5 (serving until 2023)	CSE College Representative	✓
Juan Olguin	Office of President 1	Division Representative	✓
Tina Powellson	Interim VP Student Affairs	Division Representative	✓
Miriam Qumsieh (ex-officio)	Office of Institutional Research	Department Representative	✓
Pam Shefman (ex-officio)	Planning & Assessment	Department Representative	Tammy Boush for PS
Larry Rohde	Faculty 6 (serving until 2024)	CSE College Representative	Larry Rohde
Deja Sero (ex-officio)	Vice Chair	Department Representative	Deja Sero
Ed Waller	College Dean	College Representative	
TBD	SGA	Student Representative	

Alternates	Seat	Role	Absent/Present
Elbby Antony	VP University Advancement	Division Representative	
DeAngel Bonilla	Academic Affairs/Provost	Division Representative	
Gloria Boza	Office of the President	Division Representative	
Soma Datta	Faculty Representative	Faculty 1	
Henock Gebrehiwot	Office of Institutional Effectiveness	Department Representative	
Miguel Gonzalez	College Dean	College Representative	
Preeti Jain	Faculty Representative	Faculty 2	
	VP Student Affairs	Division Representative	
Steven Fernandez	USA	Staff Representative	
Cindy Saltaman	VP Student Affairs	Division Representative	CA Saltzman
Sheeba Thomas	AVP Information Technology	Department Representative	

Non-Voting Guests	Seat	Role	Absent/Present
Elbby Antony	University Advancement		
Sherry Hawn	Administration and Finance		online
Tim Richardson	Student Success Initiatives		
Kara Hadley-Shakya	Strategic Enrollment Mgmt.		
Joe Staley	University Advancement		✓
Maureen Villarreal	Administration and Finance		
Lea Black	Strategic Enrollment Mgmt.		

~~DS~~

1. Summary

Meeting title	PBC Meeting - February
Attended	11
Start time	2/22/23, 11:26:10 AM
End time	2/22/23, 1:32:39 PM
Meeting duration	2h 6m 29s
Average attendance time	1h 21m 14s

2. Participants

Name	First join	Last leave	In-meeting duration	Email	Participant ID (UPN)	Role
Hawn, Sherry B.	2/22/23, 11:26:15 AM	2/22/23, 1:32:10 PM	2h 5m 54s	Hawn@UHCL.edu	hawn@uhcl.edu	Presenter
Hester, Jamie	2/22/23, 11:50:20 AM	2/22/23, 1:32:15 PM	1h 41m 54s	HesterJ@UHCL.edu	hesterj@uhcl.edu	Organizer
Michael, Timothy B	2/22/23, 11:51:51 AM	2/22/23, 1:32:06 PM	1h 40m 14s	michael@uhcl.edu	michael@uhcl.edu	Presenter
Staley, Joseph	2/22/23, 11:54:38 AM	2/22/23, 1:32:39 PM	1h 38m	StaleyJ@UHCL.edu	staleyj@uhcl.edu	Presenter
Gaskins, LeeBrian E	2/22/23, 11:55:58 AM	2/22/23, 12:16:54 PM	20m 56s	Gaskins@UHCL.edu	gaskins@uhcl.edu	Presenter
Qumsieh, Miriam	2/22/23, 11:58:13 AM	2/22/23, 1:06:04 PM	1h 7m 51s	Qumsieh@uhcl.edu	qumsieh@uhcl.edu	Presenter
Mountain, Jeffrey R	2/22/23, 12:02:08 PM	2/22/23, 1:32:09 PM	1h 30m 1s	Mountain@UHCL.edu	mountain@uhcl.edu	Presenter
Jacobs, Lorie Louise	2/22/23, 12:03:02 PM	2/22/23, 1:31:51 PM	1h 28m 48s	JacobsL@UHCL.edu	jacobsL@uhcl.edu	Presenter
Powellson, Tina	2/22/23, 12:15:35 PM	2/22/23, 1:32:10 PM	1h 16m 35s	tina.powellson@uhcl.edu	tina.powellson@uhcl.edu	Presenter
Megan Bearden	2/22/23, 12:20:42 PM	2/22/23, 1:25:52 PM	1h 5m 10s			Presenter
Shefman, Pamelyn Klepal	2/22/23, 12:29:05 PM	2/22/23, 1:27:18 PM	58m 12s	Shefman@UHCL.edu	shefman@uhcl.edu	Presenter

3. In-Meeting Activities

Name	Join time	Leave time	Duration	Email	Role
Hawn, Sherry B.	2/22/23, 11:26:15 AM	2/22/23, 1:32:10 PM	2h 5m 54s	Hawn@UHCL.edu	Presenter
Hester, Jamie	2/22/23, 11:50:20 AM	2/22/23, 1:32:15 PM	1h 41m 54s	HesterJ@UHCL.edu	Organizer
Michael, Timothy B	2/22/23, 11:51:51 AM	2/22/23, 1:32:06 PM	1h 40m 14s	michael@uhcl.edu	Presenter
Staley, Joseph	2/22/23, 11:54:38 AM	2/22/23, 1:32:39 PM	1h 38m	StaleyJ@UHCL.edu	Presenter
Gaskins, LeeBrian E	2/22/23, 11:55:58 AM	2/22/23, 12:16:54 PM	20m 56s	Gaskins@UHCL.edu	Presenter
Qumsieh, Miriam	2/22/23, 11:58:13 AM	2/22/23, 1:06:04 PM	1h 7m 51s	Qumsieh@uhcl.edu	Presenter
Mountain, Jeffrey R	2/22/23, 12:02:08 PM	2/22/23, 1:32:09 PM	1h 30m 1s	Mountain@UHCL.edu	Presenter
Jacobs, Lorie Louise	2/22/23, 12:03:02 PM	2/22/23, 1:31:51 PM	1h 28m 48s	JacobsL@UHCL.edu	Presenter
Powellson, Tina	2/22/23, 12:15:35 PM	2/22/23, 1:32:10 PM	1h 16m 35s	tina.powellson@uhcl.edu	Presenter
Megan Bearden	2/22/23, 12:20:42 PM	2/22/23, 1:25:52 PM	1h 5m 10s		Presenter
Shefman, Pamelyn Klepal	2/22/23, 12:29:05 PM	2/22/23, 1:27:18 PM	58m 12s	Shefman@UHCL.edu	Presenter