

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.A.23**

**AREA: General**

**SUBJECT: Court Ordered Restitution**

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1. PURPOSE

This administrative memorandum establishes the process for monitoring and accounting for amounts owed to the University of Houston System as a result of court-ordered restitution.

2. POLICY

- 2.1. As required by System Administrative Memorandum [01.C.04, Reporting/ Investigating Fraudulent Acts](#), the university's chief executive officer (or designee) shall ask the District Attorney's Office to seek restitution for any loss to the university as a result of criminal activity.
- 2.2. When restitution is awarded, the court order shall specify the university and office to whom payment shall be transmitted. The campus police department (at UH - Victoria, an office designated by the chief financial officer) shall notify the chief financial officer or designee, General Counsel, Chief Audit Executive, and the System Director of Risk Management or designee.
- 2.3. The Office of the General Counsel will maintain a copy of court and legal documents related to each award of restitution.
- 2.4. The System Director of Risk Management or designee will notify the insurance company of the award of restitution, when appropriate.
- 2.5. Each university shall record the amount of restitution awarded as a receivable in the books and records of the university.
- 2.6. Each university shall monitor the status of their restitution payments.
- 2.7. Each university shall communicate with the probation officer to confirm the outstanding restitution balance and to notify the probation officer and the Office of the General Counsel in a timely manner if the terms of the restitution are not met.

