

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.C.03

AREA: Planning and Budgeting

SUBJECT: Repair and Construction Funds

1. PURPOSE

The purpose of this Administrative Memorandum is to establish guidelines for the approval and allocation of funds available for repair and rehabilitation of existing facilities and the constructing and equipping of new facilities.

2. POLICY

2.1. [Board Policy 53.04](#) outlines the general guidelines for the approval of repair, rehabilitation and construction projects and the allocation of funds for such projects.

2.2. The Senior Associate Vice Chancellor for Facilities/Construction Management is responsible for promulgating rules and procedures that comply with Board Policy for the approval and allocation of funds for repair, rehabilitation and construction projects.

2.3 All items submitted to the [Texas Higher Education Coordinating Board](#) will be submitted through Facilities Planning and Construction.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice Chancellor for Facilities/Construction Management

Review: Every five years

