

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.A.31**

**AREA: General**

**SUBJECT: Business Administration**

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1. PURPOSE

This document assigns the responsibility for establishing business policies and processes for the University of Houston System and describes the reporting relationship for business administrators.

2. POLICY

The Senior Vice Chancellor/Vice President of Administration and Finance is charged with establishing the business processes and policies for the University of Houston System. The University Vice Presidents of Administration and Finance are charged with ensuring the adherence to these University of Houston System policies and ensuring that there is a business administrator designated with the appropriate authority to help ensure compliance with these policies and their related University policies and procedures within their college/school/division/department.

3. DEFINITIONS

Unit – Colleges, departments and programs, research and academic centers, and service units.

4. COMPLIANCE AND REPORTING RELATIONSHIPS

4.1. To ensure compliance with the university business processes and policies, dual reporting relationships are established as follows:

4.1.1. The unit business administrators report to the college/school/division administrator and their respective unit head.

4.1.2. The college/school business administrators report both to the Academic Affairs chief business administrator (Associate Provost, Finance and Administration, Office of the Provost) and to their respective dean.

4.1.3. The Academic Affairs chief business administrator reports both to the Provost and the Vice President for Administration and Finance. In addition, the chief business administrator for each division will report to their respective division head and the Vice President for Administration

