

**1. Title**

Expenditures for the Maintenance of University Residences

**2. Rule and Regulation**

Sec. 1 Purpose. The purpose of this Rule is to prescribe, clarify, and provide uniformity in the approval, review, and audit of Expenditures for the Maintenance of University Residences.

Sec. 2 Maintenance of University Residences. All Expenditures for the Maintenance of University Residences that exceed \$10,000 must be approved in advance by a committee composed of the Executive Vice Chancellor for Business Affairs, the Vice Chancellor and General Counsel, and the General Counsel to the Board of Regents. Prior approval by the committee is not required for expenditures made on an emergency basis to prevent damage to property.

2.1 Bauer House Expenditures. Expenditures for the maintenance of Bauer House in excess of \$1,000 must be reviewed and approved by the General Counsel to the Board of Regents but may be reviewed after payment.

2.2 Hoover House Expenditures. Expenditures for the maintenance of Hoover House in excess of \$1,000 must be reviewed and approved by the institution's chief business officer but may be reviewed after payment.

2.3 Juanita Curry Boynton House Expenditures. Expenditures for the maintenance of Juanita Curry Boynton House in excess of \$1,000 must be reviewed and approved by the institution's chief business officer but may be reviewed after payment.

Sec. 3 Documentation and Review. Expenditures for the Maintenance of University Residences must be supported by appropriate receipts and must follow all applicable procedures for the procurement of services, supplies, or equipment.

Sec. 4 Reporting. An annual report of Expenditures for the Maintenance of each University Residence will be prepared not later than the 30th day of October and filed for review with the General Counsel to the Board of Regents, for Bauer House, and with the institution's chief business officer, for Hoover House

and Juanita Curry Boynton House. The report for the Bauer House will be sent to the Chairman of the Board of Regents for review.

4.1 The annual reports must include each expense that exceeds \$1,000 and must include the payee, the date and amount of the expense, the type, and the account charged for the expense.

Sec. 5 Audits. The System Audit Office shall audit Expenditures for the Maintenance of a University Residences at a minimum after the first full fiscal year after assuming residency and periodically thereafter, based on an assessment of risk factors.

### **3. Definitions**

Expenditures for the Maintenance of University Residences – includes expenses for the furnishing, maintenance, or repair of a University Residence or its grounds owned by the U. T. System.

The University Residences – are the following:

Bauer House – Residence of the Chancellor of the U. T. System, located in Austin, Texas

Hoover House – Residence of the President of U. T. El Paso, located in El Paso, Texas

Juanita Curry Boynton House – Residence of the President of Stephen F. Austin State University in Nacogdoches, Texas

### **4. Relevant Federal and State Statutes**

*Texas Government Code* [Section 2203.004](#) – Requirement to Use State Property for State Purposes

### **5. Relevant System Policies, Procedures, and Forms**

None

### **6. Who Should Know**

Chancellor  
General Counsel to the Board of Regents  
Chief Audit Executive

Executive Vice Chancellors  
Presidents  
Chief Business Officers  
Internal Audit Directors

**7. System Administration Office(s) Responsible for Rule**

System Audit Office  
Office of the Board of Regents

**8. Dates Approved or Amended**

[Regents' Rules Revision History](#)

**9. Contact Information**

Questions or comments regarding this Rule should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)