

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.

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. 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

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

February 23, 2023

9. Contact Information

Questions or comments regarding this Rule should be directed to:

- bor@utsystem.edu