From: Hawn, Sherry B. Sent: Monday, March 27, 2023 4:43 PM Subject: COST CENTER VERIFICATION - TRAINING PACKET Importance: High

Dear Colleagues,

DeAngel requested a training on Cost Center Verification.

In response, we prepared the attached job aid that maps cost center verification steps and sample documents. Yes, there are many pages, but only select data points are needed.

A live training session will be scheduled shortly.

I am grateful to Alicia Gookin who was instrumental in preparing the packet. She will be available during the training since she has years of experience with this process, and can share her tips.

I know that each of you may have developed your own way of doing this, so <u>this is a</u> <u>recommendation</u>, not a mandate. Also, this is not an account reconciliation in an accounting sense; it is a verification.

We do this verification not only because it is required by UHS, but to ensure that UHCL financial statements, compiled from Peoplesoft data, are accurate and reflect current expenses.

You should be keeping track of your department's expenses; think of a running total like a check register. Hopefully, you have a spreadsheet with recurring cost categories and formulas built-in to quasi-automate the month-end totals.

You are comparing what you know you have spent [your spreadsheet] against PS [various PS reports]— they SHOULD match unless there is a timing issue that prevents it. But if that is the case then the figures should tie out the following month.

More on the training date soon.

Thank you for collaborating. Let's make a difference.

Go Hawks!

Dr. Sherry B. Hawn Associate Vice President Business Operations Accounting | Payables | Purchasing | Student Billing & Collections | Travel |Contracts | Auxiliary | General Services | Strategic Business Process Improvement |Functional Training North Office Annex II (NOA II) N1500.03

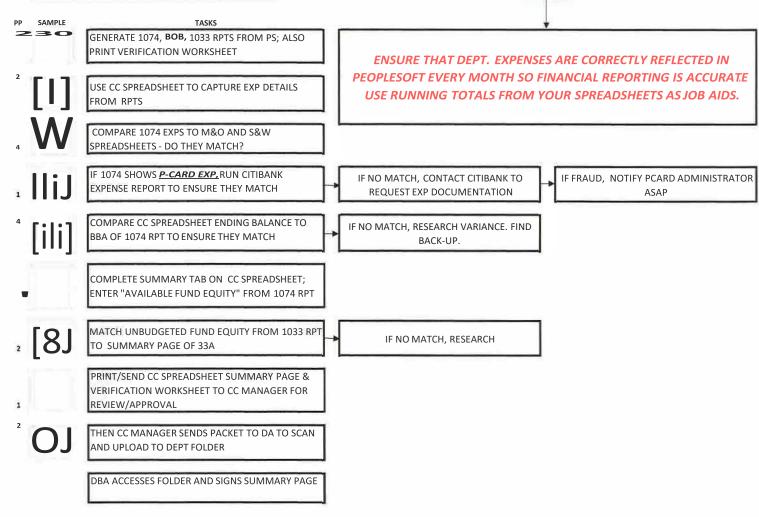
University of Houston-Clear Lake

2700 Bay Area Blvd. | Houston, TX 7058 o: 281.283.2135 |eF: 281.226.7171 | c: 623-980-9666 | e: <u>Hawn@UHCL.edu</u>

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Cost Center Monthly Verification





COMMITMENT CONTROL

O/C = OPEN COMMITMENT/ENCUMBRANCE

S/C = SOFT COMMITMENT/ WARNING ONLY ON BUDGET CHECK

)	074		SĘW	/D	74	
	ston - Clear La SUPPORT-FD 1-UH - EX DIR	CL	Revenue & Exp od Ended Novemb	Y OF HOUSTON - S ense - Budget No er 30, 2022 (Th d to Active Cost	rough Period 3)			Rep Dat Run	e No. : 1 ort ID : UGLS1074. abase : FSPRD Date : 01/27/202 Time : 11:52:48
Description Current Budget Reference	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
No Revenue Found. 35038 L3-S&W, EXEMPT STAFF 35039 L3-S&W, NON EXEMPT STAFF	202,696.00 124,283.00	202,696.00 124,283.00	12,912.30 7,692.53	22,675.13	22,675.13	77,273.25	0.00	24,334.62	19.6%
S&W Subtotal 35009 L3-MAINTENANCE AND OPERATIONS Total Expense	326,979.00 1,503.00 328,482.00	326,979.00 1,503.00 328,482.00	20,604.83 0.00 20,604.83		0.00	193,590.08 0.00 193,590.08	0.00	76,356.89 1,503.00 77,859.89	100.0%
Prior Budget References No Revenue Found.									

No Expense Found,

***************************************	***************	200000000000000				************			
	************		NANNABARABARA	nesseeses					
Grand Total Revenue	0.00	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.0%
Grand Total Expense	328,482.00	328,482.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	77,859.89	23.7%

Salaries & wages

7 pages

Cost Center : 1051/C0140/F0984/NA (1 Business Unit : 00759 Univ. of Houst Fund : 1051 E & G STATE SU DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - Project : NA	CON - Clear Lab JPPORT-FD 1-UH EX DIR	CL Reve	nue & Expense d Ended Novemb	Y OF HOUSTON - 3 - Budget Node & er 30, 2022 (Th d to Active Cos	Account Summary rough Period 3).			Re Da Ru	itabase : in Date :	2 UGLS1074.2 FSPRD 01/27/2023 11:52:48 AM
Description	Base (Original)	Current (Orig + Adj)				Open Commit	Soft Commitment	Budget Available	<pre>% Avail</pre>	
Current Budget Reference										
No Revenue Found.										
B5038 L3-S&W, EXEMPT STAFF	202,696.00									
50180 P&A STAFF SALARIES, EXEMPT			12 012 10	34 356 90	24 356 90	116 316 83	0.00			
L3-S&W, EXEMPT STAFF	202,696.00								27 25.7%	
B5039 L3-S&W, NON EXEMPT STAFF	124,283.00									
50190 P&A STAFF SALARIES, NON EXEMPT			7,692.53	22,675.13	22,675.13	77,273.25	0.00			
L3-S&W, NON EXEMPT STAFF	124,283.00		7,692.53		22,675.13				52 19.6%	
S&W Subtotal	326,979.00		20,604.83	CONTRACTOR STREET, STR		193,590.08			39 23.4%	
	1,503.00	1,503.00	**********							
B5009 L3-MAINTENANCE AND OPERATIONS										
	1,503.00	1,503.00	0.00	0.00	0.00	0.00	0.00	A DE LET L'AND AND AND A DATA AND AND AND AND AND AND AND AND AND AN	0 100.0%	

Prior Budget References

No Revenue Found.

No Expense Found.

		************	************	************		***********	***********		******
********************************				**************					
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Grand Total Expense	328,482.00	328,482.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	77,859.89	23.7%

Cost Center : 1051/C0140/F0984/NA (16808) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - EX DIR Project : NA	UNIVERSITY OF HOUSTON - SYSTEM Detailed Transactions - Revenue/Expense November 01, 2022 To November 30, 2022 (Through Period 3). Report Limited to Active Cost Centers	Page No. : 3 Report ID : UGLS1074.3b Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM
CC Manager : 0078194 Carpenter.Debra A	urnal/PO~~~~~ Acct /~~~~Amount~~~~~ Budget /~~~Document~~~ /~~	Poforondo \ CE1
Acct Transaction Description Type ID	Date/Line FY PD Actual Encumbrance Ref Source BU Number BU	Number Info
Current Budget Reference No Revenue Found. 50180 HR M113022 Payroll Mnth EncumbHRMON JRNL HR040735 50180 HR M113022Payroll Mnth OnCycleHRMON JRNL HR040735	08 11/30/22 763 2023 3 0.00 9,152.58 BP2023 HRS 11 11/30/22 2745 2023 3 12,912.30 0.00 BP2023 HRS	HRMONENC HRMONON
50180 P&	A STAFF SALARIES, EXEMPT 12,912.30 9,152.58	
50190 HR B110822 Payroll Biwk EncumbHRBIW JRNL HR040664 50190 HR B110822Payroll Biwk OnCycleHRBIW JRNL HR040664 50190 HR B112222 Payroll Biwk EncumbHRBIW JRNL HR040710 50190 HR B112222Payroll Biwk OnCycleHRBIW JRNL HR04071 50190 P8	84 11/06/22 620 2023 3 3,045.73 0.00 BP2023 HRS 82 11/22/22 183 2023 3 0.00 -3,836.26 BP2023 HRS 03 11/22/22 600 2023 3 3,846.80 0.00 BP2023 HRS A STAFF SALARIES, NON EXEMPT 7,692.53 -7,672.52	HRBIWENC HRBIWON HRBIWENC HRBIWON
	Total Expense 20,604.83 1,480.06	

Prior Budget References

No Revenue Found.

No Expense Found.

 Grand Total Revenue
 0.00
 0.00

 Grand Total Expense
 20,604.83
 1,480.06

Cost Center : 1051/C0140/F0984/NA (16808)	UNIVERSITY OF HOUSTON - SYSTEM	
Business Unit : 00759 Univ. of Houston - Clear Lake		Page No. : 4
Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL	Detailed Transactions - Budget Jrnls	Report ID : UGLS1074.3c
DeptID : C0140 PROCUREMENT	November 01, 2022 To November 30, 2022 (Through Period 3)	Database : FSPRD
Program Code : F0984 PROCUREMENT - EX DIR	Report Limited to Active Cost Centers	Run Date : 01/27/2023
Project : NA		Run Time : 11:52:48 AM
CC Manager ; 0078194 Carpenter.Debra A		
/~~~~Budget	Journal-~~~\ Acct	
Acct Transaction Description Jrnl ID L	ine Date FY PD Initial Budget Original Adjustment Closing/Rll Fw BRef LGro	oup Extra Information
	····· ·········· ···· ···· ···· ·······	

Current Budget Reference No Revenue or Expense Budgets Found.

Prior Budget References No Revenue or Expense Budgets Found.

Cost Center : 1051/C0140/F0984/NA (16808) Business Unit : 00759 Univ. of Houston - CJ Fund : 1051 E & G STATE SUPPORT-H DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - EX DIR Project : NA	lear Lake 7D 1-UHCL As of Novembe	OPEN COMMITMENTS OPEN COMMITMENTS IT 30, 2022 (Thro Ited to Active Co	ugh Period 3)				Page No. : 5 Report ID : UGLS1074.4 Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM
CC Manager : 0078194 Carpenter.Debra A /Document	Name	Encumbrance Amount	Liquidated Amount	Open P Amount O	ercent Budget pen Ref	CF1	
Current Budget Reference 50180 JRNL 00759 50190 JRNL 00759		127,244.75 100,016.80	10,927-92 22,743.55	116,316.83 77,273.25	91.4% BP2023 77.3% BP2023		

Total Open Commitment 19

193,590.08

Prior Budget References

No Open Commitments Found.

Cost Center : 1051/C0140/F0984/NA (16808)	UNIVERSITY OF HOUSTON - SYSTEM	
Business Unit : 00759 Univ. of Houston - Clear Lake		Page No. : 6
Fund I 1051 E & G STATE SUPPORT-FD 1-UHCL	Soft Commitments	Report ID : UGLS1074.5
DeptID : C0140 PROCUREMENT	As of November 30, 2022 (Through Period 3)	Database 💿 FSPRD
Program Code : F0984 PROCUREMENT - EX DIR	Report Limited to Active Cost Centers	Run Date = 01/27/2023
Project : NA	~ · · ·	Run Time : 11:52:48 AM
CC Manager : 0078194 Carpenter.Debra A		
/Document>	Budget	
Acct Type BU Number Date/Line Journal Infor	mation Amount Budget Type Ref CF1 Soft Commitment Reason	Vendor ID, Vendor Name, Acct Date

Current Budget Reference

No Soft Commitment Found.

Prior Budget References

No Soft Commitment Found.

Cost Center : 1051/C0140/F0984/NA Business Unit : 00759 Univ. of Hou Fund : 1051 E & G STATE DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT Project : NA	ston - Clear Lake SUPPORT-FD 1-UHCL - EX DIR	Period Ended Nove Report Limi	ted to Active Cost C	gh Period 3). enters	
CC Manager : 0078194 Carpenter.De Acct Description 10100 CALCULATED CLAIM ON CASH 10714 UHS PAYROLL DD SETTLEMENT 12118 PAYROLL RECEIVABLE FR STATE	bra A 2023 Beginning Year Balance (0)	Beginning Balance Nov 01, 2022 (3)	November Activity (3)	Balance Nov 30, 2022 (3)	Balance Nov 30, 2021 (3)
10100 CALCULATED CLAIM ON CASH	10,903.90	-36,427.20	-6,035.73	-42,462.93	-49,028.42
10714 UHS PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00
12118 PAYROLL RECEIVABLE FR STATE	14,228.13	0.00	0.00	0.00	0.00
ASSETS	05 130 03	26 407 00	C 025 72	42,462,03	-49,028.42
ASSETS	25,132.03	-36,427.20	-6,035.73	-42,462.93	-49,028.42
21100 PAYROLL CLEARING 21107 EMPLOYEE MEDICARE TAX DEDUCTIO 21112 PAYRL DED FED INC TX 21113 PAYROLL DEDUCT FICA 21115 PAYRL DED TX DEF ANN 21117 PAYRL DED HOSP INS 21118 PAYROLL DED LTD INS 21119 PAYROLL DED LIFE INS 21121 TRS DEDUCT 21141 HEALTH CARE DEDUCTION 21159 PARKING DED 2018 TAX REG CHNGE 21170 TOBACCO PREMIUM DIFFERENTIAL 21177 PAYROLL DEDUCTION VISION PLAN LIABILITIES	-20 588-70	0.00	-14.569 10	-14,569 10	-18,819 40
21100 FAIROLD CLEARING 21107 EMPLOYEE MEDICARE TAX DEDUCTIO	-20,300,70	0.00	11,000.10	14,505110	0.00
21112 DAVEL DED FED THE TY	-1 256 67	0.00	0.00	0.00	0.00
21113 PAYROLL DEDUCT FICA	-873.90	0.00	0.00	0.00	0.00
21115 PAIROLD DED TY DEF ANN	-410 91	0.00	0.00	0.00	0.00
21117 PAYRI, DED HOSP INS	-407.89	0.00	0.00	0.00	0.00
21119 PATRO DED HOOF IND 21119 PAYROLL DED LTD INS	-69 34	0.00	0.00	0-00	0.00
21119 PAYROLL DED LIFE INS	-15-80	0.00	0.00	0.00	0.00
21121 TRS DEDUCT	-1 171 35	0.00	0.00	0.00	0.00
21141 HEALTH CARE DEDUCTION	-123.27	0.00	0.00	0.00	0.00
21159 PARKING DED 2018 TAX REG CHNGE	0.00	0.00	0.00	0.00	0.00
21170 TOBACCO PREMIUM DIFFERENTIAL	0.00	0.00	0.00	0.00	0.00
21177 PAYROLL DEDUCTION VISION PLAN	-9.81	0.00	0.00	0.00	0.00
LIABILITIES	-25,132.03		-14 569 10	-14 569 10	-18,819.40
TABLUTITES	-25,152.05	0.00	-14,505.10	-14,505.10	-10,819.40
30100 CUR UNREST GEN'L FND 33500 NMT FROM CUR UNR GE 37400 NMT TO CUR UNR GEN EXPENSE SUMMARY REVENUE SUMMARY	477.860.35	477,860,35	0.00	477.860.35	206,216,37
33500 NMT FROM CUR UNR GE	-499,987.01	-499,987.01	0.00	-499,987.01	-206,216.37
37400 NMT TO CUR UNR GEN	22,126,66	22,126,66	0.00	22,126,66	0.00
EXPENSE SUMMARY		36,427,20	20,604.83	57,032.03	67,847.82
REVENUE SUMMARY		0.00	0.00	0.00	0.00
	and a second				
FUND EQUITY	0.00	36,427.20	20,604.83	57,032.03	67,847.82
					40.020.40
TOTAL LIABILITY & FUND EQUITY	-25,132.03	36,427.20	6,035.73	42,402.93	49,028.42
FUND EQUITY OPEN COMMITMENT	0.00	36,427.20	20,604.83	57,032.03	67,847.82
OPEN COMMITMENT	0.00	192,110.02	1,480.06	193,590.08	193,516.63
AVAILABLE FUND EQUITY (Adjusted for Commitments)	0.00	228,537.22	22,084.89	250,622.11	261,364.45
(Adjusted for commitments)					

Page No. : 7 Report ID : UGLS1074.6 Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM

				074				A 10	74 MjD
Fund : 2064 DESIG-TUITION DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT Project : NA	ton - Clear La I EX DIR		Revenue & Exp od Ended Novemb	Y OF HOUSTON - ense – Budget N er 30, 2022 (Th d to Active Cos	ode Summary rough Period 3)	#0		Rep Dat Run	e No. 8 ort ID : UGLS10 abase : FSPRD Date : 01/27/ Time : 11:52:
CC Manager : 0078194 Carpenter.Deb Description	ora A Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
*****		************				************		************	
Current Budget Reference No Revenue Found. B5009 L3-MAINTENANCE AND OPERATIONS B5066 L3-TRAVEL AND BUSINESS EXPENSE	10,880.00 500.00	2,500.00	731.16 0.00				50.00 0.00	225.00	74.1% 9.0%
Total Expense	11,380.00	11,380.00	731.16	2,180.61	2,180.61	2,345.40	50.00	6,803.99	59.8%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS B5066 L3-TRAVEL AND BUSINESS EXPENSE	0.00 0.00	93.20 221.99	0.00 0.00				0.00		0.0%
Total Expense	0.00	315.19	0.00	0.00	0.00	315.19	0.00		
			***********		***********				
***************************************							0.00	.00	0.0%
Grand Total Revenue Grand Total Expense	0.00 11,380.00	0.00 11,695.19	0.00 731.16						

Maintenance 4 Operations 7 pages

Cost Center : 2064/C0140/F0984/NA (14955) UNIVERSITY OF HOUSTON - SYSTEM Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 2064 DESIG-TUITION Revenue & Expense - Budget Node & Account Summary DeptID : C0140 PROCUREMENT Period Ended November 30, 2022 (Through Period 3). Program Code : F0984 PROCUREMENT - EX DIR Report Limited to Active Cost Centers Project : NA CC Manager : 0078194 Carpenter.Debra A Base Current Soft Budget Description (Original) (Orig + Adj) Cur Rev/Exp PTD Rev/Exp Open Commit Availabl									
Description	(Original)	(Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit		Available	
Current Budget Reference									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS		8,880.00							
52800 POSTAGE & POSTAL SERVICES 52803 TELEPHONE SERVICES 52807 TELEPHONE - LONG DISTANCE 52809 TELEPHONE - TEX-AN 53503 LEASE-EQUIPMENT 53900 OFFICE SUPPLIES 53911 COMPUTING SUPPLIES 54716 LICENSES/PROFESSIONAL FEES 54901 REGISTRATION FEES			0.57 270.00 1.89 2.70 50.40 0.00 405.60 0.00 0.00	0.57 810.00 5.13 7.02 75.60 21.69 405.60 0.00 855.00	0.57 810.00 5.13 7.02 75.60 21.69 405.60 0.00 855.00	0.00 0.00 0.00 70.40 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 50.00 0.00		
L3-MAINTENANCE AND OPERATIONS	10,880.00	8,880.00	731.16	2,180.61	2,180.61	70.40	50.00	6,578.9	9 74.1%
B5066 L3-TRAVEL AND BUSINESS EXPENSE									
56102 HCS-TX MILEAGE 56104 HCS-TX-INCIDENTALS 56113 HCS-OUT OF STATE MEAL & LODGIN	1		0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	400.00 75.00 1,800.00	0.00 0.00 0.00		
L3-TRAVEL AND BUSINESS EXPENSE	E 500.00	2,500.00	0.00	0.00	0.00	2,275.00	0.00	225.0	0 9.0%
Total Expense	11,380.00	11,380.00	731.16	2,180.61	2,180.61	2,345.40	50.00	6,803.9	9 59.8%
Prior Budget References No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	93.20							
53503 LEASE-EQUIPMENT			0.00	0.00	0.00	93.20	0.00		
L3-MAINTENANCE AND OPERATIONS									0 0.0%
B5066 L3-TRAVEL AND BUSINESS EXPENSI		221.99							
56102 HCS-TX MILEAGE 56104 HCS-TX-INCIDENTALS			0.00	0.00	0.00	164.99 57.00	0.00		
L3-TRAVEL AND BUSINESS EXPENSE	E 0.00	221.99	0.00	0.00	0.00	221.99	0.00	0.0	0.0%
Total Expense	0.00	315.19	0.00	0.00	0.00	315.19	0.00	0.0	0 0.0%
		0.00	0.00	0.00		0.00	0.00	0.0	

Cost Center : 2064/C0140/F0984/NA (14955) Business Unit : 00759 Univ. of Houston - Cle Fund : 2064 DESIG-TUITION DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - EX DIR Project : NA	ear Lake Detailed Tr November 01, 2022 To	ansactions November 1	JSTON - SYSTEM 5 - Revenue/Expen 80, 2022 (Through ive Cost Centers	Period :	3).		Page No. : 10 Report ID : UGLS1074.3b Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM
	e ID Date/Line FY	PD Actua	al Encumb	rance	Budget Ref Source	e BU Number	//~~~Reference~~\ CF1 BU Number Info
Current Budget Reference							
No Revenue Found.							
52800 PS2001 10262022 10262 JRNI	L 0004069461 11/21/22 1 2023	3	0.57	0.00	BP2023 SCR		10262022
	52800 POSTAGE & POSTAL SERVICES		0.57	0.00			
52803 OCT 2022(SPTY14955)52803 - EQUTEL00 JRNI		3	270.00	0.00	BP2023 SCR		TEL00065
	52803 TELEPHONE SERVICES		270.00	0.00			
52807 OCT 2022(SPTY14955)52807 - TELTELOO JRNI	L 0004064187 11/02/22 1 2023	З	1.89	0.00	BP2023 SCR		TEL00066
	52807 TELEPHONE - LONG DISTANCE		1.89	0.00			
52809 OCT 2022(SPTY14955)52809 - TELTELOO JRNI	L 0004064188 11/02/22 1 2023	3	2.70		BP2023 SCR		TEL00067
	52809 TELEPHONE - TEX-AN		2.70	0.00			
	00000459491-1-1202300000459492-1-12023	3	0.00	0.00	BP2023 BP2023	00759 00278597 00759 00279358	
53503 PO 53503 PO	0000045949 2-1-1 2023 0000045949 1-1-1 2023	3 3	0.00		BP2023 BP2023	00759 00278597 00759 00279358	
53503 CANON FINANC/As per DIR TSO-3101 Co JRNI	L AP04064352 11/02/22 50 2023	3	25.20	0.00	BP2023 AP BP2023 AP	00759 00278597 00759 00279358	00759 0000045949 00759 0000045949
53503 CANON FINANC/As per DIR TSO-3101 Co JRNI						00759 00279550	00,00,000,0040,040
	53503 LEASE-EQUIPMENT		50.40	-50.40			
53911 CITIBANK (SO/3377GOOKIN,ALI100422CO JRNI	L AP04069477 11/21/22 108 2023	3	405.60 💙	0.00	BP2023 AP	00759 00279057	
	53911 COMPUTING SUPPLIES		405.60	0.00			
	Total Exp		731.16	-50.40			

Prior Budget References

No Revenue Found,

No Expense Found

		A CONTRACTOR OF THE OWNER		the second s
 		******	2010011000110000	

Grand	Total	Revenue	0.00	0.00
Grand	TOCAT	revenue	0.00	0.00
Grand	Total	Expense	731.16	-50.40
	10041		101110	

Cost Center : 2064/C0140/F0984/NA (14955) UNIVERSITY OF HOUSTON - SYSTEM	
). : 11 ID : UGLS1074.3c
DeptID : C0140 PROCUREMENT November 01, 2022 To November 30, 2022 (Through Period 3). Database	
Program Code : F0984 PROCUREMENT - EX DIR Report Limited to Active Cost Centers Run Date Run Til	
Project : NA CC Manager : 0078194 Carpenter.Debra A	
/~~~~Budget Journal~~~~\ Acct	
Acct Transaction Description Jrnl ID Line Date FY PD Initial Budget Original Adjustment Closing/Rll Fw BRef LGroup Ex	ra Information

Current Budget Reference No Revenue or Expense Budgets Found.

Prior Budget References No Revenue or Expense Budgets Found.

Cost Center : 2064/C0140/F0984/NA (14955) Business Unit : 00759 Univ. of Houston - Clear Lake	UNIVERS	SITY OF HOUSTON - S	SYSTEM				
Fund : 2064 DESIG-TUITION DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - EX DIR	As of Novembe	Open Commitments er 30, 2022 (Throug ited to Active Cost					
Project : NA CC Manager : 0078194 Carpenter.Debra A /~~~~~Document~~~~~~\/~~~~~~Vendor~~~ Acct Type BU Number Date ID Name		Encumbrance Amount	Liquidated Amount	Open Amount		Budget Ref	CF1
Current Budget Reference							
56113 PO TR759 0000001979 09/14/22 0000024150 CARPENTER, DEBH			0.00				
56102 PO TR759 0000001993 09/16/22 0000024150 CARPENTER, DEB 56104 PO TR759 0000001993 09/16/22 0000024150 CARPENTER, DEB	KA .	400.00	0.00		100.0%		
56104 PO TR759 0000001993 09/16/22 0000024150 CARPENTER, DEB 53503 PO 00759 0000045949 09/22/22 0000048340 CANON FINANCIAI		146.00	0.00		100.0%		
55505 PC 00759 0000045949 09/22/22 0000048540 CANON FINANCIAL		146.00			40.26	BPZUZS	
) 		n Commitment	2,345,40			
		IOCAL OPEN	I COMMITCHICITC	2,545,40			
Prior Budget References							

56102 PO TR759 0000001244 09/27/21 0000024150 CARPENTER, DEBR	RA	250.00	85.01	164.99	66.0%	BP2022	
56104 PO TR759 0000001244 09/27/21 0000024150 CARPENTER, DEBH		75.00	18.00	57.00	76.0%	BP2022	
53503 PO 00759 0000045213 09/23/21 0000048340 CANON FINANCIAL		350.40	257.20	93,20	26.6%	BP2022	
56404 PO TR759 T1701028 08/08/17 0000024150 CARPENTER, DEBR	RA	85.00	46.00	39.00	45.9%	BP2017	
			tes sussanas				
			n Commitment	354.19			
		Grand Total Open		2,699.59			

Page No. : 12 Report ID : UGLS1074.4 Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM

Cost Center : 2064/C0140/F0984/NA (14955) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 2064 DESIG-TUITION DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - EX DIR Project : NA	UNIVERSITY OF HOUSTON - Soft Commitments As of November 30, 2022 (Throu Report Limited to Active Cos	gh Period 3)		Page No. : 13 Report ID : UGLS1074.5 Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM			
CC Manager : 0078194 Carpenter.Debra A /Document							
54716 VCHR 00759 00279320 1-1 JRNL=AP04075996 12/1 54716 LICENSES/PROFESSIONAL FEES	/22 50.00 EXP 50.00	BP2023	Jrnl Posted in a Future Period	0000024150-CARPENTER, DE-11/28/2022			
Total Exp	ense 50.00 🖌						

Prior Budget References

********************* No Soft Commitment Found.

Cost Center : 2064/C0140/F0984/NA (14955) UNIVERSITY OF HOUSTON - SYSTEM Business Unit : 00759 Univ. of Houston - Clear Lake Balance Sheet Fund : 2064 DESIG-TUITION Balance Sheet DeptID : C0140 PROCUREMENT Period Ended November 30, 2022 (Through Period 3). Program Code : F0984 PROCUREMENT - EX DIR Report Limited to Active Cost Centers Project : NA C Manager : 0078194 Carpenter.Debra A										
Acct Description	2023 Beginning Year Balance (0)	Beginning Balance Nov 01, 2022 (3)	November Activity (3)	Balance Nov 30, 2022 (3)	Balance Nov 30, 2021 (3)					
10100 CALCULATED CLAIM ON CASH 10714 UHS PAYROLL DD SETTLEMENT ASSETS	943.46 0.00	-1,134.26 0.00	-731.16 0.00	-1,865.42 0.00	-1,758.66 0.00					
20100 ACCOUNTS PAYABLE 20104 A/P ACCRUAL EOY 20109 PROCUREMENT CARD LIABILITY 21100 PAYROLL CLEARING 21107 EMPLOYEE MEDICARE TAX DEDUCTIO 21112 PAYRL DED FED INC TX 21113 PAYROLL DEDUCT FICA	0.00 -628.27 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0 - 00 0 - 00 0 - 00 0 - 00 0 - 00 0 - 00 0 - 00	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ \end{array}$					
20100 ACCOUNTS PAYABLE 20104 A/P ACCRUAL EOY 20109 PROCUREMENT CARD LIABILITY 21100 PAYROLL CLEARING 21107 EMPLOYEE MEDICARE TAX DEDUCTIO 21112 PAYRL DED FED INC TX 21113 PAYROLL DED LTD INS 21118 PAYROLL DED LTD INS 21119 PAYROLL DED LIFE INS 21121 TRS DEDUCT 21125 EMP FICA MATCHING 21127 HOSPITAL BENEFIT 21129 LIFE INS DENEFIT 21129 LIFE INS DENEFIT 21131 EMPLOYER MEDICARE TAX LIABILIT 21137 PAYROLL DED LICARE TAX LIABILIT 21137 PAYROLL DED LICARE TAX LIABILIT 21139 LIFE INS DENEFIT 21131 EMPLOYER MEDICARE TAX LIABILIT 21141 HEALTH CARE DEDUCTION 21177 PAYROLL DEDUCTION VISION PLAN LIABILITIES	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0					
LIABILITIES	-628.27	0.00	0.00	0.00	0.00					
30100 CUR UNREST GEN'L FND 33509 NMT FROM DESIG UNR 37409 NMT TO DESIG UNR EXPENSE SUMMARY REVENUE SUMMARY	978,676.57 -1,339,350.98 360,359.22 	978,676.57 -1,339,350.98 360,359.22 1,449.45 0.00	0.00 0.00 0.00 731.16 0.00	978,676.57 -1,339,350.98 360,359.22 2,180.61 0.00	968,771.42 -1,329,308.64 360,359.22 1,936.66 0.00					
FUND EQUITY TOTAL LIABILITY & FUND EQUITY	-315.19	1,134.26	731.16	1,865.42	1,758.66					
FUND EQUITY OPEN COMMITMENT AVAILABLE FUND EQUITY	-315.19 443.46 128.27	1,134.26 2,710.99 3,845.25	731.16 -50.40 680.76	1,865.42 2,660.59	1,758.66 998.00 G 2,756.66					
(Adjusted for Commitments)			***************							

Page No. : 14 Report ID : UGLS1074.6 Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM

1033

1033

339,862.00

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0.00

339,862.00

Report ID : UGLS033A Business Unit: 00759 Department : C0140 PROC Responsible : Carpenter, Acct Period : 3 Fiscal Year : 2023		University o Unbudgeted Fund Equity Wit Period Ended	Run	Page No.:1 Run Date:03/02/2023 Run Time:12:16:50 PM		
Cost Center	Program Description	Fund Equity Less All Commitments	Current FY/ Bud Ref BBA	Unbudgeted Fund Equity	Unrealized Revenue	Difference
Cost Center	A REAL PROPERTY AND A REAL PROPERTY AND A REAL PROPERTY AND A REAL PROPERTY.	AIT COmmittments	Buu kei BBA	Fulla Equity	Revenue	DITIETENCE
1051 C0140 F0984 NA	PROCUREMENT - EX DIR	250,622.11	77,859.89	328,482.00	0.00	328,482.00
	Sub Total:	250,622.11	77,859.89	328,482.00	0.00	328,482.00
2064 C0140 F0984 NA	PROCUREMENT - EX DIR	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Sub Total:	4,576.01	6,803.99	11,380.00	0.00	11,380.00

84,663.88

255,198.12

Total:

1 page



BOB

Report ID: UBUD022 Business Unit: 00759 - UH-Clear Lake University Of Houston System POSITION BUDGET STATUS REPORT BY DEPARTMENT Balances as of 11/30/2022 Report is for Department C0140 - Procurement

Page No. 1 Run Date 03/07/2023 Run Time 17:06:31

Fund Code Department	Prgm Code Project Id	Base Budget	Current Current Budget Actu	al Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
1051 CO140	F0984 NA PROCUREMENT - EX DIR							
00020457	ExDir, Auxiliary & Procurement	0.00	0.00				0.00	0.00
00781 94 50180	Carpenter,Debra A P&A STAFF SALARIES, EXEMPT	Start: 09/01/2022	End: 08/31/2023	Pay Rate:	FTE:	1.00	OFFICER CD:	N
Total Position	: 00020457	0.00	0.00		Spatisceation of	-80,206.		0.00
00020458	Assoc Dir, Procure/ContractAdm	0.00	0.00				0.00	0.00
8006861 50180	Quiroga,Lidia P&A STAFF SALARIES, EXEMPT	Start: 11/01/2022	End: 08/31/2023	Pay Rate:	FTE:	1.00	OFFICER CD:	N
Total Position	: 00020458	0.00	0.00		*************	-62,381.		0.00
00020459	Department Assistant III	0.00	0.00				0.00	0.00
0103519 50190	Gookin,Alicia A. P&A STAFF SALARIES, NON EXEMPT	Start: 09/01/2022	End: 08/31/2023	Pay Rate:	FTE:	1.00	OFFICER CD:	N
Total Position	- 00000450	0.00	0.00			-21,902		0.00
						21,902		
00020461	Procurement Assistant	0.00	0.00				0.00	0.00
1151587 50190	Das,Tripti P&A STAFF SALARIES, NON EXEMPT	Start: 09/01/2022	End: 08/31/2023	Pay Rate:	FTE:	1.00	OFFICER CD:	N
Total Position	: 00020461	0.00	0.00			-33,763		0.00
00201158	Contract Admin Specialist	0.00	0.00				0.00	0.00
8006861 50180	Quiroga,Lidia P&A STAFF SALARIES, EXEMPT	Start: 09/01/2022	End: 08/31/2023	Pay Rate: 0.00	0.00 FTE: 0.00	0.00	OFFICER CD:	
Total Position	: 00201158	0.00	0.00	0.00 *	0.00	-8,086	.00 0.00	0.00

- 21

Report ID: UBU Business Unit:	D022 00759 - UH-Clear Lake	University Of Houston System POSITION BUDGET STATUS REPORT BY DEPARTMENT Balances as of 11/30/2022 Report is for Department C0140 - Procurement						Page No. 2 Run Date 03/07/2023 Run Time 17:06:31			
	Prgm t Code Project Id	Base Budget	Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE		
01019635	Procurement Spec II	0.00	0.00					0.00	0.00		
1051 C0140	F0984 NA PROCUREMENT - EX DIR										
0929250 50190	August, Kimberly L P&A STAFF SALARIES, NON EXEMPT	Start: 09/01/2022	End: 08/3	1/2023 Pay	Rate:	FTE:	1.00 OFF	ICER CD:	Ŋ		
Total Positio	n: 01019635	0.00	0.00				-44,283.11		0.00		
B00001	Blank Position	326,979.00	326,979.00					6.35	6.35		
Total Positio	n: B00001	326,979.00	326,979.00		0.00		326,979.00				
Totals for Co 50180 50190	st Center Accounts: 16808 P&A STAFF SALARIES, EXEMPT P&A STAFF SALARIES, NON EXEMPT UNKNOWN	0.00 0.00 326,979.00	0.00 0.00 326,979.00	7,692.53	0.00	77,273.25 0.00	-99,948.38 326,979.00	0.00 6.35	0.00 0.00 6.35		
Total Cost Ce	nter: 16808	326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35		

4

University Of Houston SystemPage No. 3Report ID: UBUD022POSITION BUDGET STATUS REPORT BY DEPARTMENTPage No. 3Business Unit: 00759 - UH-Clear LakeBalances as of 11/30/2022Run Date 03/07/2023Report is for Department C0140 - ProcurementRun Time 17:06:31

Fund	Prgm	Base	Current	Current Month	FYTD	Encumbrance		Base	Final	
Code Departmen	t Code Project Id	Budget	Budget	Actual	Actual	Amount	BBA	FTE	FTE	

Total Departm	ent: C0140 Procurement	326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35	

Report ID: UBUD022 University Of Houston System Business Unit: 00759 - UH-Clear Lake POSITION BUDGET STATUS REPORT BY DEPARTMENT Business Unit: 00759 - UH-Clear Lake Balances as of 11/30/2022 Report is for Department C0140 - Procurement								0. 4 te 03/07, me 17:06	
Fund Prgm Code Department Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
Total College: C0105		326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6,35	6.35

(Report is by Department - this total includes only the selected Department)

Report ID: UBUD022	University Of Houston System POSITION BUDGET STATUS REPORT BY DEPARTMENT Balances as of 11/30/2022 Report is for Department C0140 - Procurement						Page No. 5 Run Date 03/07/2023			
Business Unit: 00759 - UH-Clear Lake							Run Time 17:06:31			
	P =	Guunant	Current Month	FYTD	Encumbrance		Base	Final		
Fund Prgm Code Department Code Project Id	Base Budget	Current Budget	Actual	Actual	Amount	BBA	FTE	FTE		
en alema an adamana maaaa	······									

326,979.00 326,979.00 20,604.83 57,032.03 193,590.08

Total Division: C0101 VP, Admin & Finance

(Report is by Department - this total includes only the selected Department)

76,356.89 6.35 6.35

Report ID: UBUD022 Business Unit: 00759 - UH-Clear Lake	University Of Houston System POSITION BUDGET STATUS REPORT BY DEPARTMENT Balances as of 11/30/2022 Report is for Department C0140 - Procurement		Run	No. 6 Date 03/07 Time 17:06	
Fund Prgm Code Department Code Project Id	Budget Budget Actual Actual	Encumbrance Amount	BBA	Base FTE	Final FTE

Total Business Unit: 00759 326,979.00 326,979.00 20,604.83 57,032.03 193,590.08 76,356.89 6.35 6.35

(Report is by Department - this total includes only the selected Department)

Verification Worksheets

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University of Houston System Department Verification Worksheet As of November 30, 2022 (Through Period 3)

Cost Center:	1051-C0140-F0984-NA	(16808) - Active	Page No.:	Page 1 of 1
Business Unit:	00759	Univ. of Houston - Clear Lake	Report ID:	UGLS1074
Fund:	1051	E & G STATE SUPPORT-FD 1-UHCL	Database:	FSPRD
Department:	C0140	PROCUREMENT	Run Date:	January 27, 2023
Program:	F0984	PROCUREMENT - EX DIR	Run Time:	11:52:48 AM
Project:	NA			
CC Manager:	Carpenter Debra A			

CURRENT BUDGET REFERENCE

REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	0.00	0.00	0.00
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	0.00	0.00	0.00
EXPENDITURE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	328,482.00	0.00	328,482.00
Actual Expenditures	57,032.03	0.00	57,032.03
Open Commitments	193,590.08	0.00	193,590.08
Expense Soft Commitments	0.00	0.00	0.00
Available Expenditure Budget	77,859.89	0.00	77,859.89

URRENT FISCAL YEAR FUND EQUITY SUMMARY	FY23 Pd 3 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	36,427.20	0.00	0.00	0.00
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	20,604.83	57,032.03	0.00	57,032.03
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	57,032.03	57,032.03	0.00	57,032.03
Open Commitments (Current BRef)		193,590.08	0.00	193,590.08
Open Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less Open Commitments	-	250,622.11	0.00	250,622.11
Soft Commitments (Current BRef)		0.00	0.00	0.00
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments		250,622.11	0.00	250,622.11

	YTD Per PSGL	Adjustments as Detailed	Per Department
UNBUDGETED FUND EQUITY	328,482.00	0.00	328,482.00

FROM P.S. - 2

Date

Date

ges

Prepared By

Reviewed By

University of Houston System Department Verification Worksheet As of November 30, 2022 (Through Period 3)

Cost Center:	2064-C0140-F0984-NA (14955) - Active		Page No.:	Page 1 of 1
Business Unit:	00759	Univ, of Houston - Clear Lake	Report ID:	UGLS1074
Fund:	2064	DESIG-TUITION	Database:	FSPRD
Department:	C0140	PROCUREMENT	Run Date:	January 27, 2023
Program:	F0984	PROCUREMENT - EX DIR	Run Time:	11:52:48 AM
Project:	NA			
CC Manager:	Carpenter, Debra A			

CURRENT BUDGET REFERENCE	YTD	Adjustments	Per Department
REVENUE & BUDGETED FUND BALANCE SUMMARY	Per PSGL	as Detailed	
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00		0.00
Revenue Soft Commitments Revenue to be Earned	0.00	0.00	0.00
Budgeted Fund Balance Total Revenue Budget	0.00	0.00	0.00
EXPENDITURE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	11,380.00	0.00	11,380.00
Actual Expenditures	2,180.61	0.00	2,180.61
Open Commitments	2,345.40	0.00	2,345.40
Expense Soft Commitments	50.00	0.00	50.00
Available Expenditure Budget	6,803.99	0.00	6,803.99

URRENT FISCAL YEAR	FY23 Pd 3	YTD	Adjustments	
FUND EQUITY SUMMARY	Per PSGL	Per PSGL	as Detailed	Per Department
Beginning Fund Equity	1,134.26	-315.19	0.00	-315.19
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.0
Expenses (Current BRef)	731.16	2,180.61	0.00	2,180.6
Expenses (Prior BRef)	0.00	0.00	0.00	0.0
Ending Fund Equity	1,865.42	1,865.42	0.00	1,865.4
Open Commitments (Current BRef)		2,345.40	0.00	2,345.4
Open Commitments (Prior BRef)		315.19	0.00	315.1
Fund Equity Less Open Commitments		4,526.01	0.00	4,526.0
Soft Commitments (Current BRef)		50.00	0.00	50.0
Soft Commitments (Prior BRef)		0.00	0.00	0.0
Fund Equity Less All Commitments		4,576.01	0.00	4,576.03

	YTD Per PSGL	Adjustments as Detailed	Per Department
UNBUDGETED FUND EQUITY	11,380.00	0.00	11,380.00

 Prepared By
 Date

 Reviewed By
 Date

Spread sheet

B

Spreadsheet Personal Tracker (you create yours)

		2064 CO140 F0984 NA (14955) PROCUREMENT - EXEC. DIR	-		BEGINNING	G BALANCE		
85004: SALAS	RT & WAGE							BALANCE
Start Date	Position il's 00020459 01017410 00201158 00020458	DESCRIPTION Sr. Staff Assistant - Alicia Gookin Sr. Contract Admin - Vacant Contract Admin Specialist - Vacant Assoc Dir frecur/Cont Admin - Calina Chapman	Pay rate	Yearly Multiplier	Annual Pay Rate \$0.00 \$0.00 \$0.00			\$
							S&W Batance	\$0.0
85001: Maint Date	Report	DESCRIPTION	Document #	Acci Code	Enc Payment	Encum (PO)	Expense	\$ 10,880.0
	Report	Phone Equipment Charge		52803				\$10,880.0
9/15/2022	2	August					\$270.00	\$10,610.0
10/7/2022		Sepl					\$270.00	\$10,340.0
11/2/22	2	Ocl					\$270.00	\$10,070.0
		Nov						\$10,070.0
		Dec Jan						\$10,070.0
		feb						\$10,070.0
		Mar						\$10,070.0
		Apr						\$10,070.0
		May						\$10,070.0
		Jun						\$10,070.0
		lut						\$10,070.
								\$10,070.0
		Phone Calls (Long (Natance)						\$10,070.0
9/15/2022		Augusl LD		52807, 9			\$2.16	\$10,067.
10/7/2022		Sepi LD					\$5 40	\$10,062
11/2/2022	2	Oct LD					\$4.59	\$10,057.
		Nov LD						\$10,057.
		Dec LD						\$10,057J \$10,057J
		Jan LD Feb 1D						\$10,057.
		Heo LD Mar LD						\$10,057.
		Apr LD						\$10,057
		May LD						\$10,057
		Jun LD						\$10,057
		Jul LD						\$10,057
		Postage		52900				\$10,057
		Sepl						\$10,057.
		Oci						\$10,057.
11/21/2022	2	Nov					\$0.57	\$10,057
		Dec						\$10,057.
		Jan						\$10,057.
		Feb						\$10,057
		Mar						\$10,057
		Apr						\$10,057 \$10,057
		May Jun						\$10,057
								\$10,057
		Aug						\$10,057
9/22/2022	2 O/C	Conton	PO 45949	53503		\$146.00	\$146.00	\$9,911
9/28/202/		Sepl			\$25.20			\$9,911
		Ocl						\$9,911
11/30/2022	2	Nov			\$50.40			\$9,911
		Dec						\$9,911
		Jan						\$9,911
		Feb						\$9,911
		Mar						\$9,911
		Apr						\$9,911
		May						\$9,911.
		Jun						\$9,911.
		Jul						\$9,911

Zpages

B-1

		Aug					\$9,911
9/16/2022	Cleared	Budget journal - to cover travel				\$2,000.00	\$7,911.
9/12/2022	Cleared	NACAS	P-card	54901		\$795.00	\$7,116.
9/15/2022	Cleared	Sage West Office	P-card	53900		\$21.69	\$7,094.
9/18/2022	Cleared	NACAS	P-card	54901		\$60.00	\$7,034.
10/5/2022	Cleared	Computer Wholesale	P-card	53911		\$405.60	\$6,628.
11/29/2022	S/C	Debra Carpenier	V 279320	54716		\$50.00	\$6,578.
							\$6,578
							\$6,578
							\$6,578
							\$6,578.
							\$6,578
							\$6,578.
							\$6,578
							\$6,578.
							\$6,578
							\$6,578
							\$6.578
							\$6,578
						MO Balance	\$6,578.
					N	NAO Balance	\$6,578.9 \$6,578.9
		Ingvei				NAO Balance	\$6,578. \$6,578.9 \$500.1
7/14/2022	OIC	<u>Travel</u> Tabble Carpenter 4.or Vegas Itip	TR 1979	56113	N \$1.800.00	14.0 Balance	\$6,578. \$6,578.5 \$500 -\$1,300
971472022	oic		TR 1979	\$6113			\$6,578. \$6,578.9 \$500.1 -\$1,300.1 -\$1,300.1
7/14/2022	0/C		TR 1979	56113		\$1,800.00	\$6,578.9 \$6,578.9 \$500.1 -\$1,300.1 -\$1,300.1 -\$1,300.1
9/14/2022 9/16/2022	OIC		TR 1979	56113	\$1,800,00	\$1,800.00 (\$2,000.00)	\$6,578. \$6,578.5 \$500, -\$1,300, -\$1,300, -\$1,300, \$700,
		Debble Carpenter -Los Vegos Mp	TR 1979 TR 1993	56113 56104		\$1,800.00	\$6,578. \$6,578.5 \$500, \$1,300, -\$1,300, -\$1,300, \$700, \$625
9/16/2022	Cleared	Bebble Carpenter -Los Vegas hip Budgel journal - from M&O			\$1,800,00	\$1,800.00 (\$2,000.00)	\$6,578. \$6,578.5 \$500, \$1,300, -\$1,300, -\$1,300, \$700, \$625
9/16/2022	Cleared	Bebble Carpenter -Los Vegas hip Budgel journal - from M&O			\$1,800,00	\$1,800.00 (\$2,000.00)	\$6,578. \$6,578.5 \$500, \$1,300, -\$1,300, \$700, \$625 \$625
9/16/2022	Cleared	Bebble Carpenter -Los Vegas hip Budgel journal - from M&O			\$1,800,00	\$1,800.00 (\$2,000.00)	\$6,578. \$6,578. \$500. \$1,300. \$1,300. \$1,300. \$1,300. \$700. \$625 \$625 \$625
9/16/2022	Cleared	Bebble Carpenter -Los Vegas hip Budgel journal - from M&O			\$1,800,00	\$1,800.00 (\$2,000.00)	\$6,578.9 \$6,578.9 \$5000, \$1,300, -\$1,300, \$700, \$625, \$625, \$625, \$625, \$625, \$625, \$625, \$625, \$625, \$625,
9/16/2022 9/16/2022	Cleared O/C	Debble Capenter - Ias Vegas Np Budgel journal - from M&O Debble Capenter - Blankel incidentals	TR 1993	561D4	\$1.800.00 \$75.00	\$1,800.00 (\$2,000.00) \$75.00	\$6,578 \$6,578; \$1,300 -\$1,300 \$1,300 \$1,300 \$425 \$625 \$625 \$625 \$625
9/16/2022 9/16/2022	Cleared O/C	Debble Capenter - Ias Vegas Np Budgel journal - from M&O Debble Capenter - Blankel incidentals	TR 1993	561D4	\$1.800.00 \$75.00	\$1,800.00 (\$2,000.00) \$75.00	\$6,578 \$6,578; \$1,300 -\$1,300 \$1,300 \$1,300 \$425 \$625 \$625 \$625 \$625
9/16/2022 9/16/2022	Cleared o/C	Debble Carpenter - Las Vegas Np Budgel journal - from M&O Debble Carpenter - Blanket Mileage	TR 1993	561D4	\$1.800.00 \$75.00	\$1,800.00 (\$2,000.00) \$75.00	\$6,578. \$6,578.9 .\$600.1 -\$1,300.1
9/16/2022 9/16/2022	Cleared o/C	Debble Carpenter - Las Vegas Np Budgel journal - from M&O Debble Carpenter - Blanket Mileage	TR 1993	561D4	\$1.800.00 \$75.00	\$1,800.00 (\$2,000.00) \$75.00	\$6,578. \$6,578. \$6,578. \$1,300. \$1,300. \$1,300. \$1,300. \$700. \$625 \$625 \$625 \$625 \$625

Travel Balance

\$975.00

CAD)

Cost Center : 2064/C0140/F0984/NA (14955) Business Unit : 00759 Univ. of Houston - C: Fund : 2064 DESIG-TUITION DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT - EX DIR Project : NA CC Manager : 0078194 Carpenter.Debra A	ear Lake Detailed November 01, 2022	Transactic To November imited to A	Active Cost Center	h Period 3). s		Page No. : 10 Report ID : UGLS1074.3b Database : FSPRD Run Date : 01/27/2023 Run Time : 11:52:48 AM
Acct Transaction Description Typ	P TD Date/Line TV		ual Encum	brance Ref Source	/Document\ /~ e BU Number BU	~-Reference~~\ CF1 Number Info
Current Budget Reference						••• •••••
No Revenue Found.						
52800 PS2001 10262022 10262 JRM	L 0004069461 11/21/22 1 20.	23 3	0.57	0.00 BP2023 SCR		10262022
	52800 POSTAGE & POSTAL SERVIC	ES	0.57	0.00		
52803 OCT 2022(SPTY14955)52803 - EQUTELOO JRM	L 0004064186 11/02/22 1 20	23 3	270.00	0.00 BP2023 SCR		TEL00065
	52803 TELEPHONE SERVICES		270.00	0.00		
52807 OCT 2022(SPTY14955)52807 - TELTEL00 JRN	L 0004064187 11/02/22 1 202	23 3	1.89	0.00 BP2023 SCR		TEL00066
	52807 TELEPHONE - LONG DISTAN	CE	1.89	0.00		
52809 OCT 2022(SPTY14955)52809 - TELTELOO JRN		23 3	2.70	0.00 BP2023 SCR		TEL00067
	52809 TELEPHONE - TEX-AN		2.70	0.00		
53503 PO 53503 CANON FINANC/As per DIR TSO-3101 Co JRN 53503 CANON FINANC/As per DIR TSO-3101 Co JRN	0000045949 2-1-1 202 0000045949 2-1-1 202 0000045949 1-1-1 202 0000045949 1-1-1 202	2 2	25.20	-25.20 BP2023 0.00 BP2023 0.00 BP2023 -25.20 BP2023 0.00 BP2023 AP 0.00 BP2023 AP		759 0000045949 759 0000045949
	53503 LEASE-EQUIPMENT		50.40,	-50.40		
53911 CITIBANK (SO/3377GOOKIN,ALI100422CO JRN	L AP04069477 11/21/22 108 202	23 3	405.60	0.00 BP2023 AP	00759 00279057	
	53911 COMPUTING SUPPLIES		405.60	0.00		
	Total H		731.16	-50.40		

Prior Budget References

No Revenue Found.

No Expense Found.

		Revenue		
Grand	Total	Revenue	0.00	0.00
Grand	Total	Expense	731.16	-50.40



Spreadsheet for mill cc

BEGINNING BALANCE

								I	BALANCE
85006: SALA	RY & WAGE								
Start Date	Position #'s	DESCRIPTION	Pay rate	Yearly Multiplier	Annual Pay Rate	Salary Base Budget		\$	<u></u>
	00020459	Sr. Staff Assistant - Alicia Gookin			\$0.00)			
	01017410	Sr Contract Admin - Vacant							
	00201158	Contract Admin Specialist - Vacant			\$0.00				
	00020458	Assoc Dir Procur/Cont Admin - Catina Chapman			\$0.00)	S&W Balance		<u> </u>
85009: Main	tenance & Ope	rations					26 M Balanci	2	\$0.00
Date	Report	DESCRIPTION	Document #	Acct Code	Enc Payment	Encum (PO)	Expense	\$	10,880.00
		Phone Equipment Charge		52803					\$10,880.00
9/15/202		August					\$270.00		\$10,610.00
10/7/202		Sept					\$270.00		\$10,340.00
11/2/2	22	Octobered to the second					\$270.00		\$10,070.00
		Nov							\$10,070.00
		Dec	-			1			\$10,070.00
		Jan							\$10,070.00
		Feb							\$10,070.00
		Mar							\$10,070.00
		Apr							\$10,070.00
		May							\$10,070.00
		Jun							\$10,070.00
		lut							\$10,070.00
									\$10,070.00
		Phone Calls (Long Distance)							\$10,070.00
9/15/202	22	August LD		52807, 9			\$2.16		\$10,067.84
10/7/202	22	Sept LD					\$5.40		\$10,062.44
11/2/202	22	OctLD					\$4.59		\$10,057.85
		Nov LD							\$10,057.85
		Dec LD							\$10,057.85
		Jan LD							\$10,057.85
		Feb LD							\$10,057.85
		Mar LD							\$10,057.85
		Apr LD							\$10,057.85
		May LD							\$10,057.85
		Jun LD							\$10,057.85
		Jul LD							\$10,057.85
		• Postage		52800					\$10,057.85

		Sept						\$10,057.85
		Oct						\$10,057.85
11/21/2022		Nov					\$0.57	\$10,057.28
		Dec						\$10,057.28
		Jan						\$10,057.28
		Feb						\$10,057.28
		Mar						\$10,057.28
		Apr						\$10,057.28
		May						\$10,057.28
		Jun						\$10,057.28
		Jul						\$10,057.28
		Aug						\$10,057.28
9/22/2022	O/C	Canon	PO 45949	53503		\$146.00	\$146.00	\$9,911.28
9/28/2022		Sept			\$25.20			\$9,911.28
		Oct						\$9,911.28
11/30/2022		Nov			\$50.40			\$9,911.28
		Dec						\$9,911.28
		Jan						\$9,911.28
		Feb						\$9,911.28
		Mar						\$9,911.28
		Apr						\$9,911.28
		May						\$9,911.28
		Jun						\$9,911.28
		Jul						\$9,911.28
		Aug						\$9,911.28
9/16/2022	Cleared	Budget journal - to cover travel					\$2,000.00	\$7,911.28
9/12/2022	Cleared	NACAS	P-card	54901			\$795.00	\$7,116.28
9/15/2022	Cleared	Sage West Office	P-card	53900			\$21.69	\$7,094.59
9/18/2022	Cleared	NACAS	P-card	54901			\$60.00	\$7,034.59
10/5/2022	Cleared	Computer Wholesale	P-card	53911			\$405.60	\$6,628.99 EF
11/29/2022	- S/C	Debra Carpenter	V 279320	54716			\$50.00	\$6,5/8.99 ¥
								\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								# / 570.00

\$6,578.99 \$6,578.99 \$6,578.99

					M	&O Balance	\$6,578.99 \$6,578.99 \$6,578.99	
		Travel					\$500.00	
9/14/2022	O/C	Debbie Carpenter -Las Vegas trip	TR 1979	56113	\$1,800.00	\$1,800.00	-\$1,300.00	
							-\$1,300.00	
							-\$1,300.00	
9/16/2022	Cleared	Budget journal - from M&O				(\$2,000.00)	\$700.00	
9/16/2022	O/C	Debbie Carpenter - Blanket incidentals	TR 1993	56104	\$75.00	\$75.00	\$625.00	
							\$625.00	
							\$625.00	
	0.10		TD 1000	5/100	A 100 00	¢ (00 00	\$625.00	E/F
9/16/2022	O/C	Debbie Carpenter - Blanket Mileage	TR 1993	56102	\$400.00	\$400.00	₁ \$225.00 <mark>√</mark>	1

Travel Balance \$975.00

Expense Report

×· ·,

Run Date: 11/11/2022 Report ID: sd10017

Posting Date: 10/04/2022 - 11/03/2022

P-CARD DETAIL FROM CITIBANK

Card Transactions

XX -173377

ALICIA GOOKIN, 759 UHCL

HOUSTON, TX 77058100200 USA

2700 BAY AREA BLVD

Posting	Transaction				Receipt	Posted	Expense		
Date	Date	Description			Amount	Amount	Amount	Reviewed	Approved
10/05/2022	10/04/2022	COMPUTER WHOLESALI	E PRO-2812519814,TX,77379		325.40 USD	325.40 USB	325.40 USD		
Expense Descript	ion: Toner cartrid	ges for Accounts Payable; B	enefit: To allow personnel to perfor	m job-related tas	ks to so t	lass'	11-	1-77	
Accounting Code	5				Parto Auch	man a	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	1 Contra	-
BU:	00759)	Speed Type:	14659	Rosie Pinea	Account:	53911	au	
Fund:	2064		Dept ID:	C0130		Program:	F0956		
Project/Grant:	NA		BR:	BP2023		Chartfield1:			
10/05/2022	10/04/2022	COMPUTER WHOLESALI	E PRO-2812519814,TX,77379		405.60 USD	405.60 USD	405.60 USD		
Expense Descript	ion: Toner cartrid	ges for Procurement; Benefi	t: To allow personnel to perform job	-related tasks	$\lambda I = C$	+-	;	1-11-22	
Accounting Code	5				Abid La	plitter	/		
3U:	00759)	Speed Type:	14955	Debra Carpenter	Account:	53911	Date	
Fund:	2064		Dept ID:	C0140		Program:	F0984		
Project/Grant:	NA		BR:	BP2023		Chartfield1:			
10/06/2022	10/05/2022	AMAZON.COM 148S90YS	A-AMZN.COM/BILL,WA,98109		64.99 USD	64.99 USD	64.99 USD		
Expense Descript	lon: Wireless key	poard and mouse combo for	D. Valenzuela; Benefit: To allow pa	ersonnel to perfo	rm job-related				
	tasks								e il
Accounting Code:	3								SH
BU:	00759)	Speed Type:	15809		Account:	53911		
Fund:	2064		Dept ID:	C0154		Program:	F1077		
Project/Grant:	NA		BR:	BP2023		Chartfield1:			
10/06/2022	10/06/2022	AMZN MKTP US 1K8NN1	O31-AMZN.COM/BILL,WA,98109		9.98 USD	9.98 USD	9.98 USD		
Expense Descript	ion: Mouse pad fo	or D. Valenzuela: Benefit: T	o allow personnel to perform job-rel	ated tasks comfo	ortably				il-
Accounting Code	5							5	,fT
BU:	0075	9	Speed Type:	15809		Account:	53900		
Fund:	2064		Dept ID:	C0154		Program:	F1077		
Project/Grant:	NA		BR:	BP2023		Chartfield1:			

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Cost Center : 2064/C0140/F0984/NA Business Unit : 00759 Univ. of Hou. Fund : 2064 DESIG-TUITIO DeptID : C0140 PROCUREMENT Program Code : F0984 PROCUREMENT Project : NA C Manager : 0078194 Carpenter.Del	ston - Clear La N - EX DIR		Revenue & Exp od Ended Novemb	Y OF HOUSTON - : ense - Budget Ne er 30, 2022 (Th: d to Active Cost	ode Summary rough Period 3)	č		Rep Dat Run	e No. : 8 ort ID : UGLS10 abase : FSPRD Date : 01/27/ Time : 11:52:
Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference No Revenue Found.									
5009 L3-MAINTENANCE AND OPERATIONS 5066 L3-TRAVEL AND BUSINESS EXPENSE	10,880.00 500.00	8,880.00 2,500.00	731.16 0.00	2,180.61 0.00	2,180.61 0.00	70.40 2,275.00	50.00 0.00	225.00	9.0%
Total Expense	11,380.00	11,380.00	731.16	2,180.61	2,180.61	2,345.40	50.00	6,803.99	
ior Budget References									
009 L3-MAINTENANCE AND OPERATIONS 066 L3-TRAVEL AND BUSINESS EXPENSE	0.00 0.00	93.20 221.99	0.00	0.00 0.00	0.00	93.20 221.99	0 - 00 0 - 00	0.00 0.00	0.0% 0.0%
Total Expense	0.00	315.19	0.00	0.00	0.00	315.19	0.00	0.00	0.0%
			************			**********			*******
Grand Total Revenue Grand Total Expense	0.00 11,380-00	0.00 11,695.19	0.00 731.16	0.00 2,180.61	0.00 2,180.61	0.00 2,660.59	0.00 50.00		======= 0.0% 58.2%

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E+F-1

Spreadsheet 2064 C0140 F0984 NA (14955) PROCUREMENT - EXEC. DIR (tracked)

EFF

BEGINNING BALANCE

BALANCE

85006: SALA	ARY & WAGE								
Start Date	Position #'s 00020459 01017410 00201158 00020458	DESCRIPTION Sr. Staff Assistant - Alicia Gookin Sr Contract Admin - Vacant Contract Admin Specialist - Vacant Assoc Dir Procur/Cont Admin - Cating Chapman	Pay rate	Yearly Multiplier	Annual Pay Rate \$0.00 \$0.00 \$0.00)		\$	-
	00020400				40.0		S&W Balance	e	\$0.00
B5009: Main	ntenance & Ope								
Date	Report	DESCRIPTION	Document #		Enc Payment	Encum (PO)	Expense	\$	10,880.00
		Phone Equipment Charge		52803					\$10,880.00
9/15/202		August					\$270.00		\$10,610.00
10/7/202		Sept					\$270.00		\$10,340.00
11/2/2	22	Oct		2			\$270.00		\$10,070.00
		Nov							\$10,070.00
		Dec							\$10,070.00
		Jan							\$10,070.00
		Feb							\$10,070.00
		Mar							\$10,070.00
		Apr							\$10,070.00
		May							\$10,070.00
		Jun		1					\$10,070.00
		luc							\$10,070.00 \$10,070.00
		Phone Calls (Long Distance)							\$10,070.00
9/15/202	22	August LD	2	52807, 9			\$2.16		\$10,067.84
10/7/202		Sept LD		0200777			\$5.40		\$10,062.44
11/2/202		Oct LD					\$4.59		\$10,057.85
11/2/202		Nov LD					4		\$10,057.85
		Dec LD							\$10,057.85
		Jan LD							\$10,057.85
		Feb LD							\$10,057.85
		Mar LD							\$10,057.85
		Apr LD							\$10,057.85
		May LD							\$10,057.85
		Jun LD							\$10,057.85
		Jul LD							\$10,057.85
		Postage		52800	14				\$10,057.85
		rosidge		52000					φ10,007.00

		Sept						\$10,057.85
		Oct						\$10,057.85
11/21/2022		Nov					\$0.57	\$10,057.28
		Dec						\$10,057.28
		Jan						\$10,057.28
		Feb						\$10,057.28
		Mar						\$10,057.28
		Apr						\$10,057.28
		May						\$10,057.28
		Jun						\$10,057.28
		JUL						\$10,057.28
		Aug						\$10,057.28
9/22/2022	O/C	Canon	PO 45949	53503		\$146.00	\$146.00	\$9,911.28
9/28/2022		Sept			\$25.20			\$9,911.28
		Oct						\$9,911.28
11/30/2022		Nov			\$50.40			\$9,911.28
		Dec						\$9,911.28
		Jan						\$9,911.28
		Feb						\$9,911.28
		Mar						\$9,911.28
		Apr						\$9,911.28
		May						\$9,911.28
		Jun						\$9,911.28
		lut						\$9,911.28
		Aug						\$9,911.28
9/16/2022	Cleared	Budget journal - to cover travel					\$2,000.00	\$7,911.28
9/12/2022	Cleared	NACAS	P-card	54901			\$795.00	\$7,116.28
9/15/2022	Cleared	Sage West Office	P-card	53900			\$21.69	\$7,094.59
9/18/2022	Cleared	NACAS	P-card	54901			\$60.00	\$7,034.59
10/5/2022	Cleared	Computer Wholesale	P-card	53911			\$405.60	\$6,628.99
11/29/2022	S/C	Debra Carpenter	V 279320	54716			\$50.00	\$6,578.99
		6						\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								\$6,578.99
								A . 570.00

E+F-3

\$6,578.99 \$6,578.99 \$6,578.99 \$6,578.99

						&O Balance	\$6,578.99 \$6,578.99 \$6,578.99 <mark>\$6,578.99</mark>
						aU Balance	40,0/0.77
		Travel					\$500.00
9/14/2022	O/C	Debbie Carpenter -Las Vegas trip	TR 1979	56113	\$1,800.00	\$1,800.00	-\$1,300.00
							-\$1,300.00
							-\$1,300.00
9/16/2022	Cleared	Budget journal - from M&O				(\$2,000.00)	\$700.00
9/16/2022	O/C	Debbie Carpenter - Blanket incidentals	TR 1993	56104	\$75.00	\$75.00	\$625.00
							\$625.00
							\$625.00
0.11.(10000		Dabbie Commenter Dissipativity and	TD 1000	5/300	A (00.00	A 100 00	\$625.00
9/16/2022	O/C	Debbie Carpenter - Blanket Mileage	TR 1993	56102	\$400.00	\$400.00	\$225.00
	010						
	O/C	Catina Chapman - Blanket Incidentals					

Travel Balance \$975.00

Fund D	Dept ID	Program	Proj/Grt	Spd Typ	Description	٦	1074 BBA	1074 Adjusted BBA	1074 Available Fund Equity	33A Unbudgetec Fund Equity
1051 C	C0140	F0985	NA	16808	PROCURE - EX DIR.	StW	\$77,859.89	77,859.89	\$ 250,622.11	\$ 328,482.00
2064 C	C0140	F0984	NA	14955	PROCURE - EX DIR.	Mt O	\$6,803.99	6,803.99 +		(\$11,330.00
	Busi	ness Adm	inistrator	Signature		Î	Date		v	off \$9

FOR THE MONTH OF November 2022

Alicia Gookin

2/9/2023

ost Center : 2064/C0140/F0984/NA usiness Unit : 00759 Univ. of Hou, und : 2064 DESIG-TUITIO eptID : C0140 PROCUREMENT rogram Code : F0984 PROCUREMENT roject : NA C Manager : 0078194 Carpenter.Del					
C Manager : 0078194 Carpenter.De cct Description 0100 CALCULATED CLAIM ON CASH 0714 UHS PAYROLL DD SETTLEMENT ASSETS	2023 Beginning Year Balance (0)	Beginning Balance Nov 01, 2022 (3)	November Activity (3)	Balance Nov 30, 2022 (3)	Balance Nov 30, 2021 (3)
0100 CALCULATED CLAIM ON CASH 0714 UHS PAYROLL DD SETTLEMENT	943.46 0.00	-1,134.26 0.00	-731.16 0.00	-1,865.42 0.00	-1,758.66 0.00
ASSETS	943.46	1 104 04	*************		
		-1,134.26	-731.16	-1,865.42	-1,758.66
				***************************************	INCORRECT DESCRIPTION
0100 ACCOUNTS PAYABLE 0104 A/P ACCRUAL EOY 0109 PROCUREMENT CARD LIABILITY 1000 PAYROLL CLEARING 1107 EMPLOYEE MEDICARE TAX DEDUCTIO 1112 PAYRL DED FED INC TX 1113 PAYROLL DED LTD INS 1119 PAYROLL DED LTD INS 1119 PAYROLL DED LIFE INS 1129 PAYROLL DED LIFE INS 1121 TRS DEDUCT 1125 EMP FICA MATCHING 1127 HOSPITAL BENEFIT 1131 EMPLOYER MEDICARE TAX LIABILIT 1132 RET BENEFIT TRS 1141 HEALTH CARE DEDUCTION 1177 PAYROLL DEDUCTION VISION PLAN LIABILITIES	0.00				
0104 A/P ACCRUAL EOY	- 628 27	0.00	0.00	0 - 00	0.00
109 PROCUREMENT CARD LIABILITY	-028.27	0,00	0.00	0.00	0.00
100 PAYROLL CLEARING	0.00	0.00	0.00	0.+00	0.00
1107 EMPLOYEE MEDICARE TAX DEDUCTIO	0.00	0.00	0.00	0.00	0.00
112 PAYRI, DED FED INC TX	0.00	0.00	0.00	0.00	0.00
1113 PAYROLL DEDUCT FICA	0.00	0.00	0.00	0.00	0.00
1117 PAVPI, DED HOGD ING	0.00	0.00	0.00	0.00	0.00
1119 DAVROLL DED LTD ING	0.00	0.00	0.00	0.00	0.00
119 DAVPOLL DED LIEF INC	0.00	0.00	0.00	0.00	0.00
121 TRE DEDUCT	0.00	0.00	0.00	0.00	0.00
1125 EMD FICA MATCHING	0.00	0.00	0.00	0.00	0.00
123 EMP FICA MAICHING	0.00	0.00	0.00	0.00	0.00
127 HUSPITAL BENEFIT	0.00	0.00	0.00	0.00	0.00
129 LIFE INS BENEFIT	0.00	0.00	0.00	0.00	0.00
133 EMPLOYER MEDICARE TAX LIABILIT	0.00	0.00	0.00	0.00	0.00
141 HENITH CARE DEDUCTION	0.00	0.00	0.00	0.00	0.00
177 DAVROLL DEDUCTION VICTOR DI NU	0.00	0,00	0.00	0.00	0.00
11// PAYROLL DEDUCTION VISION PLAN	0.00	0.00	0.00	0.00	0.00
LIABILITIES	-628.27	100000000000000000000000000000000000000			
DIABILITIES	-628.27	0.00	0.00	0.00	0.00
				***************	*******************
0100 CUR UNREST GEN'L FND 509 NMT FROM DESIG UNR EXPENSE SUMMARY REVENUE SUMMARY FUND EQUITY TOTAL LIABILITY & FUND EQUITY	080 686 68				
SO9 NMT FROM DESTC IND	3/0,0/0.5/	978,676.57	0.00	978,676.57	968,771.42
409 NMT TO DESIG UND	-1,339,350.98	-1,339,350.98	0.00	-1,339,350.98	-1,329,308.64
FYDENCE CIMMADY	360,359.22	360,359.22	0.00	360,359.22	360,359.22
PEVENTE CIMMADV		1,449.45	731.16	2,180.61	1,936.66
KEVENUE SOMMARI		0.00	0.00	0.00	0.00
FUND EQUITY	-315.19	1,134,26	731 16	1 865 40	
*******************************				1,000.42	1,/58.66
TOTAL LIABILITY & FUND EQUITY	-943.46	1,134.26	731 16	1 865 42	1,758,66
		****************			1,/38.66
FUND EQUITY	215 10				
OPEN COMMITMENT	-315.19	1,134.26	731.16	1,865.42	1,758.66
OF DA COMMITMENT	443.46	2,710.99	-50.40	2,660.59	998.00
FUND EQUITY OPEN COMMITMENT AVAILABLE FUND EQUITY					
(Adjusted for Commitments)		5,015.25	000.76	4,526.01	2,756.66

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Page No. : 14 Report ID : UGLS1074.6 Database : FSPRD Run Dat : 01/27/2023 Run Time : 11:52:48 AM

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Report ID : UGLS033A Business Unit: 00759 Department : C0140 PROCUREMENT Responsible : Carpenter, Debra A Acct Period : 3 Fiscal Year : 2023		University of Houston - System Unbudgeted Fund Equity With Expense And Revenue Budgets Period Ended November 30, 2022				e No.:1 Date:03/02/2023 Time:12:16:50 PM
Cost Center	Program Description	Fund Equity Less All Commitments	Current FY/ Bud Ref BBA	Unbudgeted Fund Equity	Unrealized Revenue	Difference
1051 C0140 F0984 NA	PROCUREMENT - EX DIR	250,622.11	77,859.89	328,482.00	0.00	328,482.00
	Sub Total:	250,622.11	77,859.89	328,482.00	0.00	328,482.00
2064 C0140 F0984 NA	PROCUREMENT - EX DIR	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Sub Total:	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Total:	255,198.12	84,663.88	339,862.00	0.00	339,862.00

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	Fund	Dept ID	Program	Proj/Grt	Spd Typ	Description	1074 BBA	1074 Adjusted BBA	1074 Available Fund Equity	33A Unbudgeted Fund Equity
	1051	C0140	F0985	NA	16808	PROCURE - EX DIR.	\$77,859.89	77,859.89	\$ 250,622.11	\$ 328,482.00
w4	2064	C0140	F0984	NA	14955	PROCURE - EX DIR.	\$6,803.99	6,803.99	\$4,526.01	\$11,330.00
		Bus	iness Adm	inistrator	Signature		Date			↑ J4+#4
			Cost Cer	nter Mgr S	ignature	Debra Carpenter	Date			
			F	OR THE M	ONTH OF	November 2022				

Alicia Gookin

2/9/2023



Fund	Dept ID	Program	Proj/Grt	Spd Typ	Description	1074 BBA	1074 Adjusted BBA	1074 Available Fund Equity	33A Unbudgeted Fund Equity
1051	C0140	F0985	NA	16808	PROCURE - EX DIR.	\$77,859.89	77,859.89	\$ 250,622.11	¢ 200 400 00
2064	C0140	F0984	NA	14955	PROCURE - EX DIR.	\$6,803.99	6,803.99	\$4,526.01	\$ 328,482.00 \$11,330.00

Business Administrator Signature Date_____ Cost Center Mgr Signature <u>Debna</u> (Debra Carpenter aros ito i Date 2-9-23 FOR THE MONTH OF November 2022

Alicia Gookin 🛛

2/9/2023



University of Houston System Department Verification Worksheet As of November 30, 2022 (Through Period 3)

Cost Center:	2064-C0140-F0984-NA	(14955) - Active	Page No.:	Page 1 of 1
Business Unit:	00759	Univ, of Houston - Clear Lake	Report ID:	UGLS1074
Fund:	2064	DESIG-TUITION	Database:	FSPRD
Department:	C0140	PROCUREMENT	Run Date:	January 27, 2023
Program:	F0984	PROCUREMENT - EX DIR	Run Time:	11:52:48 AM
Project:	NA			
CC Manager:	Carpenter, Debra A			

	YTD	Adjustments	
REVENUE & BUDGETED FUND BALANCE SUMMARY	Per PSGL	as Detailed	Per Department
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	0.00	0.00	0.00
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	0.00	0.00	0.00
	YTD	Adjustments	
EXPENDITURE SUMMARY	Per PSGL	as Detailed	Per Department
Expenditure Budget	11,380.00	0.00	11,380.00
Actual Expenditures	2,180.61	0.00	2,180.61
Open Commitments	2,345.40	0.00	2,345.40
Expense Soft Commitments	50.00	0.00	50.00
Available Expenditure Budget	6,803.99	0.00	6,803.99

URRENT FISCAL YEAR FUND EQUITY SUMMARY	FY23 Pd 3 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	1,134.26	-315.19	0.00	-315.19
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	731.16	2,180.61	0.00	2,180.6
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	1,865.42	1,865.42	0.00	1,865.42
Open Commitments (Current BRef)		2,345.40	0.00	2,345.40
Open Commitments (Prior BRef)		315.19	0.00	315.1
Fund Equity Less Open Commitments	-	4,526.01	0.00	4,526.0
Soft Commitments (Current BRef)		50.00	0.00	50.00
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments	2 2 2	4,576.01	0.00	4,576.02

	YTD Per PSGL	Adjustments as Detailed	Per Department
UNBUDGETED FUND EQUITY	11,380.00	0.00	11,380.00

Prepared By

3-16-23 Date Date

Reviewed By

University of Houston System Department Verification Worksheet As of November 30, 2022 (Through Period 3)

Cost Center:	1051-C0140-F0984-NA ((16808) - Active	Page No.:	Page 1 of 1
Business Unit:	00759	Univ. of Houston - Clear Lake	Report ID:	UGLS1074
Fund:	1051	E & G STATE SUPPORT-FD 1-UHCL	Database:	FSPRD
Department:	C0140	PROCUREMENT	Run Date:	January 27, 2023
Program:	F0984	PROCUREMENT - EX DIR	Run Time:	11:52:48 AM
Project:	NA			
CC Manager:	Carpenter Debra A			

CURRENT BUDGET REFERENCE

REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Revenue Budget Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
	0.00	0.00	0.00
Revenue to be Earned	0.00	0.00	0.00
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	0.00	0.00	0.00
EXPENDITURE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	328,482.00	0.00	328,482.00
Actual Expenditures	57,032.03	0.00	57,032.03
Open Commitments	193,590.08	0.00	193,590.08
Expense Soft Commitments	0.00	0.00	0.00
Available Expenditure Budget	77,859.89	0.00	77,859.89

URRENT FISCAL YEAR FUND EQUITY SUMMARY	FY23 Pd 3 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
			uo Bottaneu	epartment
Beginning Fund Equity	36,427.20	0.00	0.00	0.00
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	20,604.83	57,032.03	0.00	57,032.03
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	57,032.03	57,032.03	0.00	57,032.03
Open Commitments (Current BRef)		193,590.08	0.00	193,590.08
Open Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less Open Commitments	2	250,622.11	0.00	250,622.12
Soft Commitments (Current BRef)		0.00	0.00	0.00
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments	-	250,622.11	0.00	250,622.11

	YTD Per PSGL	Adjustments as Detailed	Per Department
UNBUDGETED FUND EQUITY	328,482.00	0.00	328,482.00

Prepared By

Reviewed By

Date <u>3-16-23</u>

Date