## HEF PROCEDURES

1. **General Information:**

Higher Education Fund (HEF). These funds are appropriations received annually from the state as outlined by the [Texas Higher Education Coordinating Board.](http://www.thecb.state.tx.us/index.cfm?objectid=50A37F04-ADB9-76AE-D8757A7F17970A88)

*Uses for requested HEF funds*:

Construction or renovation projects, the acquisition of land or equipment and purchasing of library books and materials. The general rule of HEF funding is that it should be used for acquiring, constructing, or improving tangible assets.

* ***ALL*** HEF purchases must go through the requisition process.
* PCards ***cannot*** be used to make HEF purchases.
* Guidelines for HEF can be found on the [System finance page](https://finance.untsystem.edu/hef-guidelines)
* Additional information can be found in the VPAA Allowable Cost Matrix.

1. **VPAA HEF Processing**

Requests for HEF funds are done during the budget request process. Colleges should evaluate their HEF needs at that time and make the appropriate requests. The *New Funding Worksheet* distributed by the budget office has a dedicated tab for all HEF requests.

HEF funding approved in the budget request process will be distributed to the Colleges during the first quarter of the new fiscal year.

1. **Faculty HEF Start-Up**

* All faculty start-up HEF purchases must be approved by the Vice Provost for Academic Resources.
* Send an email to [Dilana.King@unt.edu](mailto:Dilana.King@unt.edu) with the request prior to purchasing.
* Faculty start-up HEF purchases must include the faculty discretionary project code (16\*)

1. **Emergency HEF Requests**

In emergencies it may be necessary for a college to request HEF funding outside the budget request process.

In this case the college Dean should complete the Emergency HEF Request form. All applicable areas of the form need to be completed and sent to the Provost office for approval.

Approved requests will be allocated to the college or departments HEF account.