

HEAF Funds

HEAF funds are appropriated (state treasury) funds that may be used by eligible institutions of higher education for the following:

1. acquiring land either with or without permanent improvements,
2. constructing and equipping buildings or other permanent improvements,
3. performing major repair or rehabilitation of buildings or other permanent improvements,
4. acquiring capital equipment, library books and library materials.

The funds appropriated may not be used for the purpose of constructing, equipping, repairing, or rehabilitating buildings or other permanent improvements that are to be used only for student housing, intercollegiate athletics, or auxiliary enterprises.

TAMIU GUIDELINES

- HEAF Funds may be used for allowed purchases that meet the following criteria:
 1. Minimum cost: \$100 (except for library books and materials)
 2. Minimum useful life: 1 year (non-consumables only)

- When a purchase for equipment using HEAF funds will be made, a memo must accompany the request, specifying:
 1. Space requirements;
 2. Identified space (building and room number), approved for use by Chair/Dean, appropriate VP, and VP for Finance and Administration or designee;
 3. Whether identified space requires any additional furniture, renovations or modifications, and details of the same, if applicable;
 4. Estimate of all costs required to make the space functional if modifications/renovations need to be made to identified space;
 5. Cost(s) of any additional accessories/supplies/software for equipment, if applicable.

- Initial maintenance for software or equipment may be included if purchased under the same purchase order and invoice. Ongoing maintenance costs may not be purchased using HEAF funds.
- Consumable items may not be purchased using HEAF funds.
- Procurement cards and L documents may not be used for HEAF purchases.

All HEAF purchases will route to the Director of Budget, Payroll, and Fiscal Analysis and to the VP for Finance and Administration for final approval.