College of Natural Science and Mathematics Baseline Standards FY 2013

Description of Responsibility Primary (Required) Secondary (Optional) ETANDARDS Finanzy (Required) Secondary (Optional) 1 Insuring the Department Policy and Procedures manual is current. Fred McGhee, Director Fred McGhee, Director 2 Updating the Baseline Standards Form. Fred McGhee, Director Fred McGhee, Director 1 Preparing cost center verifications. LaSaundra Cotright, College Administrator Fred McGhee, Director 2 Reviewing cost center verifications. LaSaundra Cotright, College Administrator Fred McGhee, Director 3 Approving cost center verifications. LaSaundra Cotright, College Administrator Fred McGhee, Director 4 Ensuring all cost centers are verified/approved on a timely Insist. LaSaundra Cotright, College Administrator Fred McGhee, Director 1 Ensuring the validity of travel and expense reinbursements. LaSaundra Cotright, College Administrator LaSaundra Cotright, College 4 Ensuring that goods and services are received and that timely apyment is made. LaSaundra Cotright, College Administrator Easaundra Cotright, College 1 Reconciling approved bi-weekly leave requests to time and effort reports. Mandisa Oliver, Financial Coord	DEPAR STAND 1		Primary (Required)	Secondary (Ontional)
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	13	Propriety of leave account classification on time records.	Mandisa Oliver, Financial Coord	
	14	Consistent and efficient responses to inquiries.	Mandisa Oliver, Financial Coord	

College of Natural Science and Mathematics Baseline Standards FY 2013

Decorio	tion of Responsibility	Responsible Perso Primary (Required)	on(s) (Name/Title) Secondary (Optional)
1	Collecting cash, checks, etc.	Mandisa Oliver, Financial Coord	Secondary (Optional)
1	-		
2	Reconciling cash, checks, etc. to receipts.	Mandisa Oliver, Financial Coord	
3	Preparing deposits.	Mandisa Oliver, Financial Coord	
4	Preparing Journal Entries.	Mandisa Oliver, Financial Coord	
5	Verifying deposits posted correctly in the Finance System.	Debbie Loya, Financial Manager	
6	Adequacy of physical safeguards.	Mandisa Oliver, Financial Coord	
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Mandisa Oliver, Financial Coord	
	Ensuring all employees who handle cash have completed Cash	Mandisa Oliver, Financial Coord	
9	Security Procedures or Cash Deposit and Security Procedures training.		LaSaundra Cotright, College Administrator
10	Updating Cash Handling Procedures as needed.	LaSaundra Cotright	Fred McGhee, Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	LaSaundra Cotright	
12	Consistent and efficient responses to inquiries.	LaSaundra Cotright	
ETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
ONG I	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	LaSaundra Cotright, College	
2	Ensuring personal calls are reimbursed within 10 days from the	Administrator Natalie Wilmore, Office Asst	
CONTR	billing date. RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	LaSaundra Cotright, College	
	administration policies/procedures.	Administrator	
ROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Mandisa Oliver, Financial Coord	Chris Muscarello
2	Ensuring the annual inventory was completed correctly.	Mandisa Oliver, Financial Coord	Chris Muscarello
3	Tagging equipment.	Mandisa Oliver, Financial Coord	Chris Muscarello
4	Approving requests for removal of equipment from campus.	Mandisa Oliver, Financial Coord	Chris Muscarello
DISCLO	DSURE FORMS		
	Approving requests for removal of equipment from campus.	Mandisa Oliver, Financiai Coord	Chri

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		Responsible Perso	n(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)	
1	Ensuring all employees with purchasing influence complete the	LaSaundra Cotright, College		
	annual Related Party disclosure statement online.	Administrator		
2	Ensuring all full time, benefits eligible, exempt faculty and staff	LaSaundra Cotright, College		
	complete the Consulting disclosure statement online.	Administrator		
3	Ensuring that all Principal and Co-Principal Investigators	Ben Mull, Research Administrator		
	complete the annual Conflict of Interest disclosure statement for		LaSaundra Cotright, College	
	the Division of Research.		Administrator	
ACCO	UNTS RECEIVABLE			
1	Extending of credit.	N/A		
2	Billing.	N/A		
3	Collection.	N/A		
4	Recording.	N/A		
5	Monitoring credit extended.	N/A		
6	Approving write-offs.	N/A		
NEGA	I TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred McGhee, Director		
2	Ensuring that research expenditures are covered by funds from sponsors.	Fred McGhee, Director		
DEPAF	TMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gosfrey Guiterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr	
2	Ensuring that critical data back up occurs.	Gosfrey Guiterrez, System Admin		
3	Ensuring that procedures such as password controls are followed.	Gosfrey Guiterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr	
4	Reporting of suspected security violations.	Gosfrey Guiterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr	