

Department Name
Baseline Standards
FY 2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Barbara M. Murray	Debbi Davis
2	Updating the Baseline Standards Form.	Debbi Davis	Barbara M. Murray
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kimberly Jordan	
2	Reviewing cost center verifications.	Barbara M. Murray	Debbi Davis
3	Approving cost center verifications.	Barbara M. Murray	Pis
4	Ensuring all cost centers are verified/approved on a timely basis.	Barbara M. Murray	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chris Pedraza	
2	Ensuring the validity of travel and expense reimbursements.	Angela M. Jones	Brenda Stevens
3	Ensuring that goods and services are received and that timely payment is made.	Chris Pedraza	
4	Ensuring correct account coding on purchases documents.	Chris Pedraza	
5	Primary contact for inquiries to expenditure transactions.	Chris Pedraza	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Debbi Davis	Chris Pedraza
2	Reconciling bi-weekly leave accruals to the HR System.	Debbi Davis	Chris Pedraza
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Debbi Davis	Chris Pedraza
4	Ensuring all monthly leave is recorded and approved in the HR System.	Debbi Davis	Barbara M. Murray
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Debbi Davis	
6	Completing termination clearance procedures.	Debbi Davis	Chris Pedraza
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Debbi Davis	Barbara M. Murray
8	Paycheck distribution.	N/A	
9	Maintaining departmental Personnel files.	Debbi Davis	
10	Ensuring valid authorization of new hires.	Debbi Davis	
11	Ensuring valid authorization of changes in compensation rates.	Debbi Davis	
12	Ensuring the accurate input of changes to the HR System.	Debbi Davis	
13	Propriety of leave account classification on time records.	Debbi Davis	
14	Consistent and efficient responses to inquiries.	Debbi Davis	Barbara M. Murray
CASH HANDLING			

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1	Collecting cash, checks, etc.	Elizabeth Faig	
2	Reconciling cash, checks, etc. to receipts.	Chris Pedraza	
3	Preparing deposits.	Elizabeth Faig	
4	Preparing Journal Entries.	Chris Pedraza	
5	Verifying deposits posted correctly in the Finance System.	Kimberly Jordan	
6	Adequacy of physical safeguards.	Barbara M. Murray	
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Barbara M. Murray	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara M. Murray	
10	Updating Cash Handling Procedures as needed.	Barbara M. Murray	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Barbara M. Murray	
12	Consistent and efficient responses to inquiries.	Barbara M. Murray	
PETTY 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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	N/A	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Barbara M. Murray	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Chris Pedraza	
2	Ensuring the annual inventory was completed correctly.	Barbara M. Murray	
3	Tagging equipment.	Chris Pedraza	
4	Approving requests for removal of equipment from campus.	Barbara M. Murray	
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Debbi Davis	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Debbi Davis	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Debbi Davis	
ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Barbara M. Murray	Kimberly M. Jordan
2	Ensuring that research expenditures are covered by funds from sponsors.	Barbara M. Murray	Kimberly M. Jordan
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaram	Tom Cumpain
2	Ensuring that critical data back up occurs.	Babu Sundaram	
3	Ensuring that procedures such as password controls are followed.	Babu Sundaram	Tom Cumpain
4	Reporting of suspected security violations.	Babu Sundaram	Tom Cumpain