	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.	Bill Kersten, Executive Director, Provost Business Office	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Sabrina York, Dept. Business Admin.	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Asst Director Finance and Administration	
2	Reviewing cost center verifications.	Student Workers	
3	Approving cost center verifications.	Sabrina York, Dept. Business Admin.	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Asst Director Finance and Administration	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sabrina York, Dept. Business Admin.	
2	Ensuring the validity of travel and expense reimbursements.	Sabrina York, Dept. Business Admin.	
3	Ensuring that goods and services are received and that timely payment is made.	Sabrina York, Dept. Business Admin.	
4	Ensuring correct account coding on purchases documents.	Sabrina York, Dept. Business Admin.	
5	Primary contact for inquiries to expenditure transactions.	Sabrina York, Dept. Business Admin.	
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Sabrina York, Dept. Business Admin.	Vanessa Torres, Dept. Business Admin.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vanessa Torres, Dept. Business Admin.	Sabrina York, Dept. Business Admin.
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Sabrina York, Dept. Business Admin.	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Sabrina York, Dept. Business Admin.	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Sabrina York, Dept. Business Admin. Vanessa Torres, Dept. Buiness Admin.	Sabrina York, Dept. Business Admin.
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Sabrina York, Dept. Business Admin.	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Asst Director Finance and Administration	Sabrina York, Dept. Business Admin.
8	Maintaining departmental personnel files.	Sabrina York, Dept. Business Admin.	
9	Consistent and efficient responses to inquiries.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
10	Hire ePAR's should be processed at least 1 week prior to start date.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office

International Studies
Baseline Standards
FY 2016

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Sabrina York, Dept. Business Admin.	
2	Reconciling cash, checks, etc. to receipts.	Sabrina York, Dept. Business Admin.	
3	Preparing deposits.	Sabrina York, Dept. Business Admin.	
4	Preparing Journal Entries.	Sabrina York, Dept. Business Admin.	
5	Verifying deposits posted correctly in the Finance System.	Sabrina York, Dept. Business Admin.	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Sabrina York, Dept. Business Admin.	
7	Secure deposits via UHDPS to Student Financial Services.	Sabrina York, Dept. Business Admin.	
8	Ensuring deposits are made timely.	Sabrina York, Dept. Business Admin.	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
10	Updating Cash Handling Procedures as needed.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
11	Distribution of Cash Handling Procedures to employees who handle cash.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
12	Consistent and efficient responses to inquiries.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
PROPERTY MANAGEMENT			Bill Kersten, Executive Director, Provost Business Office
1	Performing the annual inventory.	Lydia Westbrook, Office of Learning Abroad Director	Leah Scott, Exec. Admin Assistant
2	Ensuring the annual inventory was completed correctly.	Lydia Westbrook, Office of Learning Abroad Director	Leah Scott, Exec. Admin Assistant
3	Tagging equipment.	Lydia Westbrook, Office of Learning Abroad Director	Leah Scott, Exec. Admin Assistant
4	Approving requests for removal of equipment from campus.	Lydia Westbrook, Office of Learning Abroad Director	Leah Scott, Exec. Admin Assistant

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Bill Kersten, Executive Director, Provost Business Office	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Bill Kersten, Executive Director, Provost Business Office	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Sabrina York, Dept. Business Admin.	Bill Kersten, Executive Director, Provost Business Office
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UH IT Executive Support	UH IT Help Desk
2	Ensuring that critical data back up occurs.	UH IT Executive Support	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	UH IT Executive Support	UH IT Help Desk