

Printing and Postal Services Department
Baseline Standards
FY 2014

RG		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Fin. Coord 2
2	Updating the Baseline Standards Form.	Rosa B. Garcia, Fin. Coord 2	Matthew Crouch, Dept. Bus. Administrator;
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
2	Reviewing cost center verifications.	Rosa B. Garcia, Fin. Coord 2	Matthew Crouch, Dept. Bus. Administrator;
3	Approving cost center verifications.	Sally J. Rowland-Ketley, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Rosa B. Garcia, Fin. Coord 2	Matthew Crouch, Dept. Bus. Administrator;
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rosa B. Garcia, Fin. Coord 2	Matthew Crouch, Dept. Bus. Administrator;
2	Ensuring the validity of travel and expense reimbursements.	Rosa B. Garcia, Fin. Coord 2	Matthew Crouch, Dept. Bus. Administrator;
3	Ensuring that goods and services are received and that timely payment is made.	Nalan Giannukos, Print Mgr. Robert Poole, Postal Mgr.	Rosa B. Garcia, Fin. Coord 2
4	Ensuring correct account coding on purchases documents.	Rosa B. Garcia, Fin. Coord 2	Matthew Crouch, Dept. Bus. Administrator;
5	Primary contact for inquiries to expenditure transactions.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
2	Reconciling bi-weekly leave accruals to the HR System.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
6	Completing termination clearance procedures.	Rosa B. Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst 1
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
8	Paycheck distribution.	N/A	N/A
9	Maintaining departmental Personnel files.	Rosa B. Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst 1
10	Ensuring valid authorization of new hires.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Fin. Coord 2
11	Ensuring valid authorization of changes in compensation rates.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Fin. Coord 2
12	Ensuring the accurate input of changes to the HR System.	Rosa B. Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst 1
13	Propriety of leave account classification on time records.	Rosa B. Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst 1
14	Consistent and efficient responses to inquiries.	Rosa B. Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst 1
CASH HANDLING			
1	Collecting cash, checks, etc.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
2	Reconciling cash, checks, etc. to receipts.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2

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3	Preparing deposits.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
4	Preparing Journal Entries.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
5	Verifying deposits posted correctly in the Finance System.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
6	Adequacy of physical safeguards.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
7	Transporting deposits to Student Financial Services.	UH Police Officer	N/A
8	Ensuring deposits are made timely.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
10	Updating Cash Handling Procedures as needed.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
12	Consistent and efficient responses to inquiries.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Fin. Coord 2
PETTY CASH			
1	Preparing petty cash disbursements.		
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
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	N/A	N/A
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Fin. Coord 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nalan Giannukos, Print Mgr. Robert Poole, Postal Mgr.	Tommy Craft, Asst. Print Mgr. Maria Galvan, Postal Asst 2
2	Ensuring the annual inventory was completed correctly.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
3	Tagging equipment.	Nalan Giannukos, Print Mgr. Robert Poole, Postal Mgr.	Tommy Craft, Asst. Print Mgr. Maria Galvan, Postal Asst 2
4	Approving requests for removal of equipment from campus.	Sally J. Rowland-Ketley, Director	N/A

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
3	Collection.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
4	Recording.	Martha Noriega, Fin. Asst 1	Rosa B. Garcia, Fin. Coord 2
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.	Rosa B. Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
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.	Dan Olivarez	Nalan Giannukos, Print Mgr.
2	Ensuring that critical data back up occurs.	Dan Olivarez	Sally J. Rowland-Ketley, Director
3	Ensuring that procedures such as password controls are followed.	Dan Olivarez	Nalan Giannukos, Print Mgr.
4	Reporting of suspected security violations.	Dan Olivarez	Nalan Giannukos, Print Mgr.
For Departments listed below			
ID	Dept Name		
H0180	PRINTING OPERATIONS		
H0179	POSTAL SERVICES OPERATIONS		
S0041	POSTAL SERVICES		