

**Business Services
Baseline Standards
FY 2016**

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.	Linda M. Garza/Dir Bus Svcs	Juanita Samuels/DBA
2	Updating the Baseline Standards Form.	Juanita Samuels/DBA	Linda M. Garza/Dir Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Erica Pen/Accountant	Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2
2	Reviewing cost center verifications.	Juanita Samuels/DBA, Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Juanita Samuels/DBA, Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Juanita Samuels/DBA	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs, Devi Bala/
2	Ensuring the validity of travel and expense reimbursements.	Pamela Journet/Fin Asst 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Linda M. Garza/Dir Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Pamela Journet/Fin Asst 2, Diane Sylvester/Fin Coord 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Linda M. Garza/Dir Bus Svcs
4	Ensuring correct account coding on purchases documents.	Juanita Samuels/DBA	Juanita Samuels/DBA, Linda M. Garza/Dir Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Juanita Samuels/DBA	Juanita Samuels/DBA, Linda M. Garza/Dir Bus Svcs
6	Ensuring access and use of P-Cards and T-Cards are secure.	Cardholders and Designated Travel Card Custodians	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Pamela Journet/Fin Asst 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Pamela Journet/Fin Asst 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
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.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
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.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
6	Completing termination ePAR's within 24 hours of termination.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Erica Pen/Accountant	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
9	Maintaining departmental personnel files.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs

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10	Consistent and efficient responses to inquiries.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
11	Hire ePAR's should be processed at least 1 week prior to start date.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs

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CASH HANDLING			
1	Collecting cash, checks, etc.	Pamela Journey/Fin Asst 2, Antoinette Marvels/Fin Asst 1 (Departments respective designated Cashiers-on record with Department)	Juanita Samuels/DBA, Diane Syvester/Fin Coord 2, Erica Pen/Accountant
2	Reconciling cash, checks, etc. to receipts.	Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Diane Syvester/Fin Coord 2, Erica Pen/Accountant
3	Preparing deposits.	Pamela Journey/Fin Asst 2, Antoinette Marvels/Fin Asst 1	Juanita Samuels/DBA, Diane Syvester/Fin Coord 2, Erica Pen/Accountant
4	Preparing Journal Entries.	Pamela Journey/Fin Asst 2, Antoinette Marvels/Fin Asst 1	Juanita Samuels/DBA, Diane Syvester/Fin Coord 2, Erica Pen/Accountant
5	Verifying deposits posted correctly in the Finance System.	Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Erica Pen/Accountant
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pamela Journey/Fin Asst 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Diane Syvester/Fin Coord 2, Erica Pen/Accountant
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	Pamela Journey/Fin Asst 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Juanita Samuels/DBA	Nancy Palomo/DBA
10	Updating Cash Handling Procedures as needed.	Juanita Samuels/DBA	Linda M. Garza/Dir Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Juanita Samuels/DBA	Linda M. Garza/Dir Bus Svcs
12	Consistent and efficient responses to inquiries.	Pamela Journey/Fin Asst 2, Diane Sylvester/Fin Coord 2, Tramaine Johnson/Fin Coord 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Juanita Samuels/DBA	Nancy Palomo/DBA
14	Ensuring all access and use of credit card information is secure.	Employees processing credit card payments	
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Luisa Gallegos/Fin Coord 2	Devi Bala/Exec Dir Bus Svcs

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PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Jacqueline Chee/Accountant 3, Rosario Ashley/Aux Svcs Mgr, Alicia Colbert/Exec Admin Asst, Myra Robbins/Prog Mgr 2, Brenda Meade/Admin Asst	Juanita Samuels/DBA
2	Ensuring the annual inventory was completed correctly.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Jacqueline Chee/Accountant 3, Rosario Ashley/Aux Svcs Mgr, Alicia Colbert/Exec Admin Asst, Myra Robbins/Prog Mgr 2, Brenda Meade/Admin Asst	Juanita Samuels/DBA
3	Tagging equipment.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Jacqueline Chee/Accountant 3, Rosario Ashley/Aux Svcs Mgr, Alicia Colbert/Exec Admin Asst, Myra Robbins/Prog Mgr 2, Brenda Meade/Admin Asst	Juanita Samuels/DBA
4	Approving requests for removal of equipment from campus.	Devi Bala/Exec Dir Bus Svcs	Linda M. Garza/Dir Bus Svcs

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nancy Palomo/DBA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nancy Palomo/DBA	Juanita Samuels/DBA
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.	Juanita Samuels/DBA, Tramaine Johnson/Fin Coord 2, Transwestern-ERP Mgmt	Linda M. Garza/Dir Bus Svcs
3	Collection.	Juanita Samuels/DBA, Tramaine Johnson/Fin Coord 2, Transwestern-ERP Mgmt	Linda M. Garza/Dir Bus Svcs
4	Recording.	Juanita Samuels/DBA, Tramaine Johnson/Fin Coord 2, Transwestern-ERP Mgmt	Linda M. Garza/Dir Bus Svcs
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Devi Bala/Exec Dir Bus Svcs, with approval from General Acct and BOR	Linda M. Garza/Dir Bus Svcs
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Devi Bala/Exec Dir Bus Svcs	Linda M. Garza/Dir Bus Svcs
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/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Henry Pham/Microsystems Analyst 2	UIT
2	Ensuring that critical data back up occurs.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Henry Pham/Microsystems Analyst 2	UIT
3	Ensuring that procedures such as password controls are followed.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Kirk Williams/Application Sec Coord	UIT
4	Reporting of suspected security violations.	ALL	ALL
For Departments Listed Below			
Dept ID	Dept Name		
H0154	ADMINISTRATION & FINANCE		
H0155	BUSINESS SERVICES		
H0156	FINANCE		
H0161	STATE APPROPRIATIONS ACCOUNTIN		
H0162	FINANCIAL REPORTING		
H0171	AUXILIARY SERVICES OPERATIONS		
H0174	COUGAR CARD		
H0178	PARKING & TRANS OPERATIONS		
H0182	HUMAN RESOURCES		
H0230	CULLEN PERFORMANCE HALL		
H0294	UH SPORTS & ENTERTAINMENT SVC		

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H0505	REAL ESTATE SERVICES		
H0518	UNIV PROP SERV OPERATIONS		
H0614	ACSSOC VP FOR ADMINISTRATION		
H0679	RISK MANAGEMENT		
S0009	ADMINISTRATION & FINANCE		
S0011	HUMAN RESOURCES		
S0012	BUSINESS SERVICES		
S0016	STATE ACCOUNTING		
S0038	FINANCE		
S0069	UNIV PROP SERV OPERATIONS		
S0679	RISK MANAGEMENT		