

**Printing and Postal Services -H0179, H0180
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.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Financial Coord 2
2	Updating the Baseline Standards Form.	Rosa B. Garcia, Financial Coord 2	Sally J. Rowland-Ketley, Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
2	Reviewing cost center verifications.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
3	Approving cost center verifications.	Deborah Davis, Director	Esmeralda Valdez, Exec Dir, Auxiliary Services
4	Ensuring all cost centers are verified/approved on a timely basis.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
2	Ensuring the validity of travel and expense reimbursements.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
3	Ensuring that goods and services are received and that timely payment is made.	Nalan Giannukos, Prtg. Mgr. Robert Poole, Postal Mgr	Rosa B. Garcia, Financial Coord 2
4	Ensuring correct account coding on purchases documents.	Rosa B. Garcia, Financial Coord 2	Juanita Samuels, Dept. Bus. Administrator
5	Primary contact for inquiries to expenditure transactions.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
6	Ensuring access and use of P-Cards and T-Cards are secure.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
8	Ensuring T-Card transactions are adequately documented and benefit the university.	N/A	N/A
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.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Sally J. Rowland-Ketley, Director, Nalan Giannukos, Prtg. Mgr., Robert Poole, Postal Mgr.	Rosa B. Garcia, Financial Coord 2
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Rosa B. Garcia, Financial Coord 2	Sally J. Rowland-Ketley, Director
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.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
6	Completing termination ePAR's within 24 hours of termination.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Rosa B. Garcia, Financial Coord 2	Martha Noriega, Fin. Asst. 1
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
9	Maintaining departmental personnel files.	Rosa B. Garcia, Financial Coord 2	Martha Noriega, Fin. Asst. 1
10	Consistent and efficient responses to inquiries.	Rosa B. Garcia, Financial Coord 2	Martha Noriega, Fin. Asst. 1
11	Hire ePAR's should be processed at least 1 week prior to start date.	Rosa B. Garcia, Financial Coord 2	Martha Noriega, Fin. Asst. 1
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Rosa B. Garcia, Financial Coord 2	Martha Noriega, Fin. Asst. 1

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CASH HANDLING			
1	Collecting cash, checks, etc.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
2	Reconciling cash, checks, etc. to receipts.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
3	Preparing deposits.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
4	Preparing Journal Entries.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
5	Verifying deposits posted correctly in the Finance System.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rosa B. Garcia, Financial Coord 2	Sally J. Rowland-Ketley, Director
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Officer	N/A
8	Ensuring deposits are made timely.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial Coord 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rosa B. Garcia, Financial Coord 2	Sally J. Rowland-Ketley, Director
10	Updating Cash Handling Procedures as needed.	Rosa B. Garcia, Financial Coord 2	Sally J. Rowland-Ketley, Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rosa B. Garcia, Financial Coord 2	Sally J. Rowland-Ketley, Director
12	Consistent and efficient responses to inquiries.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Financial Coord 2
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	N/A
14	Ensuring all access and use of credit card information is secure.	N/A	N/A
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.	Sally J. Rowland-Ketley, Director	Rosa B. Garcia, Financial Coord 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nalan Giannukos, Prtg. Mgr.	Sami Snelling, Asst. Prtg Mgr.
2	Ensuring the annual inventory was completed correctly.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
3	Tagging equipment.	Nalan Giannukos, Prtg. Mgr.	Sami Snelling, Asst. Prtg Mgr.
4	Approving requests for removal of equipment from campus.	Nalan Giannukos, Prtg Mgr.	Deborah Davis, Director

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rosa B. Garcia, Financial 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, Financial 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, Financial 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, Financial Coord 2
3	Collection.	Rosa B. Garcia, Financial Coord 2	Deborah Davis, Director
4	Recording.	Martha Noriega, Fin. Asst. 1	Rosa B. Garcia, Financial 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, Financial 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, Prtg. Mgr.
2	Ensuring that critical data back up occurs.	Dan Olivarez	Nalan Giannukos, Prtg. Mgr. Robert Poole, Postal Mgr
3	Ensuring that procedures such as password controls are followed.	Dan Olivarez	Nalan Giannukos, Prtg. Mgr. Robert Poole, Postal Mgr
4	Reporting of suspected security violations.	Dan Olivarez	Nalan Giannukos, Prtg. Mgr. Robert Poole, Postal Mgr