			rson(s) (Name/Title)
Descriptio	on of Responsibility	Primary (Required)	Secondary (Optional)
DEPARTN	MENTAL POLICIES & PROCEDURES / BASELINE		
STANDAL			
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, Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
FINANCL	AL REPORTING - COST CENTER VERIFICATIONS	T diomo/DBN	Elitat III. Galza Eli Eus Eves
1	D	Erica Dan / A constant Diens	
1	Preparing cost center verifications.	Erica Pen/Accountant, Diane Sylvester/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, Erica	
		Pen/Accountant	Linda M. Garza/Dir Bus Svcs
FINANCL	AL REPORTING - EXPENDITURE TRANSACTIONS	T OIL TIECOUNTAIN	
1	Ensuring valid authorization of purchase documents.	Juanita Samuels/DBA	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs, Devi Bala/Assi VP Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Sycs
3	Ensuring that goods and services are received and that timely	Pamela Journet/Fin Asst 2,	Juanita Samuels/DBA, Nancy
3	payment is made.	Melanie Jenkins/Bus Svcs Asst 2,	Palomo/DBA, Linda M. Garza/Dir
4	Ensuring correct account coding on purchases documents.	Janae Fadairo/Fin Coord 2 Juanita Samuels/DBA	Bus Svcs Nancy Palomo/DBA, Linda M.
			Garza/Dir Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Juanita Samuels/DBA	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
PAYROLI	L / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Diane Sylvester/Fin Coord 2	
1	before the deadlines set by Payroll, so that the correct hours are	Brane Syrvester/1 in Coord 2	N D1 DD4 1: 1 M
	recorded and paid on each bi-weekly paycheck.		Nancy Palomo/DBA, Linda M.
2		D: G.1 ( /E' G. 12	Garza/Dir Bus Svcs
2	deadlines set by Payroll.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
3	Reconciling approved reported time and leave (bi-weekly	Diane Sylvester/Fin Coord 2	
	employees) and ePARs (monthly employees) to the trial and		Nancy Palomo/DBA, Linda M.
	final payroll verification reports.		Garza/Dir Bus Svcs
4	Completing termination clearance procedures.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
5	Ensuring terminated employees are no longer charged to	Erica Pen/Accountant, Diane	Nancy Palomo/DBA, Linda M.
3	departmental cost centers.	Sylvester/Fin Coord 2	Garza/Dir Bus Svcs
6	Maintaining departmental Personnel files.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M.
U		-	Garza/Dir Bus Svcs
7	Ensuring valid authorization of new hires.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
8	Ensuring valid authorization of changes in compensation rates.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
9	Ensuring the accurate input of changes to the HR System.	Nancy Palomo/DBA	
10	Consistent and efficient annual in the contract of the contrac	Diana Calasata (/E', C. 12	Linda M. Garza/Dir Bus Svcs
10	Consistent and efficient responses to inquiries.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs

<b>T.</b>			rson(s) (Name/Title)
	on of Responsibility	Primary (Required)	Secondary (Optional)
CASH HA	ANDLING		
	la v · · · ·		
1	Collecting cash, checks, etc.	Pamela Journet/Fin Asst 2,	
		Antoinette Marvels/Fin Asst 1,	N. 1 . 1 . 1 . 1 . 1 . 1 . 1
		(Departments' respective Cashiers-	
		on record with Department)	Juanita Samuels/DBA, Erica
			Pen/Accountant
2	Reconciling cash, checks, etc. to receipts.	Pamela Journet/Fin Asst 2, Janae	Juanita Samuels/DBA, Erica
		Fadairo/Fin Coord 2	Pen/Accountant
3	Preparing deposits.	Pamela Journet/Fin Asst 2.	
	The Garden and	Melanie Jenkins/Bus Svcs Asst 1.	Juanita Samuels/DBA, Erica
		Janae Fadairo/Fin Coord 2	Pen/Accountant
4	Preparing Journal Entries.	Pamela Journet/Fin Asst 2,	1 ch/1 ccountaint
4	Treparing Journal Entires.	l '	Juanita Samuels/DBA, Erica
		Melanie Jenkins/Bus Svcs Asst 1,	· ·
		Janae Fadairo/Fin Coord 2	Pen/Accountant
5	Verifying deposits posted correctly in the Finance System.	Janae Fadairo/Fin Coord 2	
			Erica Pen/Accountant
6	Adequacy of physical safeguards of cash receipts and	Pamela Journet/Fin Asst 2,	
	equivalent.	Melanie Jenkins/Bus Svcs Asst 1,	Juanita Samuels/DBA, Erica
	•	Janae Fadairo/Fin Coord 2	Pen/Accountant
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
,	becare deposits via cribits to student i manetar services.	errance pept (errans)	
8	Ensuring deposits are made timely.	Pamela Journet/Fin Asst 2,	
0	Ensuring deposits are made timery.		Ivanita Camuala/DDA Erica
		Melanie Jenkins/Bus Svcs Asst 1,	Juanita Samuels/DBA, Erica
		Janae Fadairo/Fin Coord 2	Pen/Accountant, Nancy Palomo/DBA
			Linda M. Garza/Dir Bus Svcs
9	Ensuring all employees who handle cash have completed Cash	Juanita Samuels/DBA	
	Security Procedures or Cash Deposit and Security Procedures		
	training.		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	Juanita Samuels/DBA	
	handle cash.		Linda M. Garza/Dir Bus Svcs
12	Consistent and efficient responses to inquiries.	Pamela Journet/Fin Asst 2,	Emacrin Guiza En Eus Sves
12	Consistent and efficient responses to inquiries.	Melanie Jenkins/Bus Svcs Asst 1,	
		· · · · · · · · · · · · · · · · · · ·	Inamita Campuala/DDA
DETEN C	ACIT	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
PETTY C	ASH		
	T=		
1	Preparing petty cash disbursements.	Janae Fadairo/Fin Coord 2	
			Juanita Samuels/DBA
2	Ensuring petty cash disbursements are not for more than \$100.	Janae Fadairo/Fin Coord 2	
			Juanita Samuels/DBA
3	Ensuring petty cash disbursements are made for only authorized	Janae Fadairo/Fin Coord 2	
	purposes.		Juanita Samuels/DBA
4	Approving petty cash disbursements.	Janae Fadairo/Fin Coord 2	
•	II SF7		Juanita Samuels/DBA
5	Replenishing the petty cash fund timely.	Janae Fadairo/Fin Coord 2	
3	repremening the petty cash fund timery.	Janac I adano/1 III Coold 2	Juanita Samuels/DRA
6	Engraine the netty each fond is believed of the seed	Iongo Endoing/Eig Count 2	Juanita Samuels/DBA
n	Ensuring the petty cash fund is balanced after each	Janae Fadairo/Fin Coord 2	1 0 1055
Ü	disbursement.		Juanita Samuels/DBA
	COM A DA STATE COMPANIE A DESCRIPTION A	İ	İ
	CT ADMINISTRATION		
CONTRA			
	CT ADMINISTRATION  Ensuring departmental personnel comply with contract	Sylvia Morales Salinas/Contract	
CONTRA		Sylvia Morales Salinas/Contract Analyst, Tiffany Taylor-	
CONTRA	Ensuring departmental personnel comply with contract		

	6D 11114		rson(s) (Name/Title)
	n of Responsibility Y MANAGEMENT	Primary (Required)	Secondary (Optional)
KOPEKI	Y MANAGEMENT		
1	Performing the annual inventory.	Dan Olivarez/User Services Spec	
1	renorming the aimtair inventory.	3, Nancy Nguyen/Exec Admin	
		Asst (H0154), Kourtney	
		Lardge/Accountant 2 (H0156),	
		Jacqueline Chee/Accountant 3	
		(H0161,H0162), Genille	
		Rampersad/Real Estate Spec	
		(H0505,S0069), Christopher	
		Durham/Functional Analyst 4	
		(H0679), Blanca Rivera/Wortham	
		Housekeeper Lead (S0014)	Landida Cananala/DDA
2	Ensuring the annual inventory was completed correctly.	Dan Olivarez/User Services Spec	Juanita Samuels/DBA
2	Ensuring the annual inventory was completed correctly.		
		3, Nancy Nguyen/Exec Admin	
		Asst (H0154), Kourtney	
		Lardge/Accountant 2 (H0156),	
		Jacqueline Chee/Accountant 3	
		(H0161,H0162), Genille	
		Rampersad/Real Estate Spec	
		(H0505,S0069), Christopher	
		Durham/Functional Analyst 4	
		(H0679), Blanca Rivera/Wortham	
		Housekeeper Lead (S0014)	
		-	Juanita Samuels/DBA
3	Tagging equipment.	Dan Olivarez/User Services Spec	
		3, Nancy Nguyen/Exec Admin	
		Asst (H0154), Kourtney	
		Lardge/Accountant 2 (H0156),	
		Jacqueline Chee/Accountant 3	
		(H0161,H0162), Genille	
		Rampersad/Real Estate Spec	
		(H0505,S0069), Christopher	
		Durham/Functional Analyst 4	
		(H0679), Blanca Rivera/Wortham	
		Housekeeper Lead (S0014)	
		•	Juanita Samuels/DBA
4	Approving requests for removal of equipment from campus.	Devi Bala/Asst VP Bus Svcs	
ra ar oar	THE FORMS		Linda M. Garza/Dir Bus Svcs
iSCLOS	JRE FORMS		
1	Ensuring all employees with purchasing influence complete the	Nancy Palomo/DRA	
1	annual Related Party disclosure statement online.	Trailey Latorillo/DDA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Nancy Palomo/DRA	Jumin Damacis/DDA
	complete the Consulting disclosure statement online.	Tunoj Tulomor DDN	Juanita Samuels/DBA
	Ensuring that all Principal and Co-Principal Investigators	N/A	
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		N/A
	TS RECEIVABLE		· -
1	Extending of credit.	N/A	
			N/A
2	Billing.	Juanita Samuels/DBA,	
		Transwestern-ERP Mgmt	
3	Collection.	Juanita Samuels/DBA,	
		Transwestern-ERP Mgmt	
4	Recording.	Juanita Samuels/DBA,	
		Transwestern-ERP Mgmt	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Devi Bala/Asst VP Bus Svcs, with	
		approval from General Acct and	İ
		approvai from General Acct and	Linda M. Garza/Dir Bus Svcs

		Responsible Person(s) (Name/Title)	
Descripti	ion of Responsibility	Primary (Required)	Secondary (Optional)
	VE BALANCES	Timury (required)	secondary (optionar)
1	Ensuring that all fund groups for each Dept ID have positive	Devi Bala/Asst VP Bus Svcs	
	fund equity at year-end.		Linda M. Garza/Dir Bus Svcs
2	Ensuring that research expenditures are covered by funds from	N/A	
	sponsors.		N/A
DEPART	MENTAL COMPUTING		
1	Management of the departments' information technology	Dan Olivarez/User Services Spec	
	resources.	3, Nancy Nguyen/Exec Admin	
	resources.	Asst, Henry Pham/Microsystems	
		Analyst 2	UIT
2	Ensuring that critical data back up occurs.	Dan Olivarez/User Services Spec	011
_	Ensuring that erricul data back up occurs.	3, Nancy Nguyen/Exec Admin	
		Asst, Henry Pham/Microsystems	
		Analyst 2	UIT
3	Ensuring that procedures such as password controls are	Dan Olivarez/User Services Spec	
5	followed.	3, Nancy Nguyen/Exec Admin	
	lonowed.	Asst, Henry Pham/Microsystems	
		Analyst 2	UIT
4	Reporting of suspected security violations.	ALL	
7	reporting of suspected security violations.	TEE	ALL
			THE
FOR DE	PARTMENTS LISTED BELOW		
	D DEPARTMENT 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		
H0303	PUBLIC ART		
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		
S0014	WORTHAM HOUSE		
S0016	STATE ACCOUNTING		
S0038	FINANCE		
S0069	UNIV PROP SERV OPERATIONS		
S0679	RISK MANAGEMENT		