

A and F
Baseline Standards
FY 2018

		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.	Linda M Garza/ Dir, Bus Svcs	Hector Bonilla/ DBA/ Angel Peralez DBA
2	Updating the Baseline Standards Form.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Open Position/ Accountant	Hector Bonilla/ DBA/ Angel Peralez DBA
2	Reviewing cost center verifications.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Managers	Delegated cost center managers, if applicable.
4	Ensuring all cost centers are verified/approved on a timely basis.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/Dir, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/Dir, Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	H0020- Mandisa Oliver/ Equal Opp Coord, EOS H0173/H0575 - Cydney Rax, Prog Mngr 2; All others Brittany Ulmer, Fin. Asst 2; Sharon Pellas Fin Coord 2 & Pamela Journet Fin. Asst. 2	Hector Bonilla/ DBA, Angel Peralez/DBA Linda M Garza/ Dir, Bus Svcs
4	Ensuring correct account coding on purchases documents.	Staff in #3 & Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Same as #3	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.	H0418 & H0169 Chareese Isaacs/Asst. DBA; All others Diane Sylvester/Asst. DBA; Vacant Business Services II position.	All others Chareese Isaacs/Asst. DBA; H0418 & H0169 Diane Sylvester/Asst. DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	TRAM Managers/Supervisors	H0418 & H0169 Chareese Isaacs/Asst. DBA; All others Diane Sylvester/Asst. DBA; Vacant Business Services II position.
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	same as #1	same as #1
4	Completing termination clearance procedures.	same as #1	same as #1
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/Dir Bus Svcs
6	Maintaining departmental Personnel files.	same as #1	same as #1
7	Ensuring valid authorization of new hires.	same as #1	same as #1
8	Ensuring valid authorization of changes in compensation rates.	same as #1	same as #1
9	Ensuring the accurate input of changes to the HR System.	same as #1	same as #1
10	Consistent and efficient responses to inquiries.	same as #1	same as #1
CASH HANDLING			
1	Collecting cash, checks, etc.	Departments cash handlers - on record with Department & Brittany Ulmer/ Fin Asst 2	Pamela Journet/ Fin Asst 2 Hector Bonilla/ DBA Angel Peralez/DBA
2	Reconciling cash, checks, etc. to receipts.	see # 1	Pamela Journet/ Fin Asst 2 Hector Bonilla/ DBA Angel Peralez/DBA
3	Preparing deposits.	see # 1	Pamela Journet/ Fin Asst 2 Hector Bonilla/ DBA Angel Peralez/DBA
4	Preparing Journal Entries.	Brittany Ulmer/ Fin Asst 2	Pamela Journet/ Fin Asst 2 Hector Bonilla/ DBA Angel Peralez/DBA
5	Verifying deposits posted correctly in the Finance System.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
6	Adequacy of physical safeguards of cash receipts and equivalent.	see # 1	Pamela Journet/ Fin Asst 2 Hector Bonilla/ DBA
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	see # 1	Pamela Journet/ Fin Asst 2 Hector Bonilla/ DBA Angel Peralez/DBA

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9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Department Head & Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
10	Updating Cash Handling Procedures as needed.	Department Head & Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Head & Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs
12	Consistent and efficient responses to inquiries.	see # 1	Hector Bonilla/ DBA/ Angel Peralez DBA
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.	Department Contract Contacts & Sylvia Morales Salinas/Contract Analyst	Alice Tsai/ Financial Manager & Hector Bonilla/ DBA/ Angel Peralez DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	see last page	Linda M Garza/ Dir, Bus Svcs
2	Ensuring the annual inventory was completed correctly.	see last page	Linda M Garza/ Dir, Bus Svcs
3	Tagging equipment.	see last page	Hector Bonilla/ DBA/ Angel Peralez DBA
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted below.	Linda M Garza/ Dir, Bus Svcs
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	H0418 & H0169 Chareese Isaacs/Asst. DBA; All others Diane Sylvester/Asst. DBA; Vacant Business Services II position.	Hector Bonilla/ DBA/ Angel Peralez DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	see # 1	see # 1
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.	H0182 - HERC - Nikki Duncan/ Sr Recruiter, HR H0182 - HR Trainings - Christine Donovan/ Sr Talent Development Spec. Ashley Waggoner/ Talent Acq. & Mgmt Project Mgr, HR H0418 & H0169 Sharon Pellas/Fin Cord 2 H0230-Sharon Pellas/Fin Cord 2 H0303-Angel Peralez DBA	Hector Bonilla/ DBA/ Angel Peralez DBA
3	Collection.	see # 2	see # 2
4	Recording.	Hector Bonilla/ DBA Angel Peralez/DBA	Linda M Garza/ Dir, Bus Svcs
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Devi Bala/ASST VP Bus Svcs, with approval from General Accounting 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.	Hector Bonilla/ DBA/ Angel Peralez DBA	Linda M Garza/ Dir, Bus Svcs

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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.	see last page	UIT
2	Ensuring that critical data back up occurs.	see last page	UIT
3	Ensuring that procedures such as password controls are followed.	see last page	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
For Departments Listed Below			
DeptID	Department Name	PROPERTY MANAGEMENT	DEPARTMENTAL COMPUTING
H0020	Equal Opportunity Svcs		Brian Thomas/ User Services Spec 3
H0155	Business Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 4
H0161	State Appropriations Accounting	Jacqueline Chee/ Accountant III	Henry Pham/ Analyst, Microsystems 2
H0162	Financial Reporting	Jacqueline Chee/ Accountant III	Henry Pham/ Analyst, Microsystems 2
H0182	Human Resources	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 4
H0169	Police	Anita Couch/Police Corporal	Nick Ackles/ Mgr. PSS
H0173	Environmental Health & Life Safety	Emmet Sullivan/ Mgr EHLS	Nick Ackles/ Mgr. PSS
H0612	Emergency Management	Kelly Boysen Dir Ems	Nick Ackles/ Mgr. PSS
H0609	Campus Safety	Emmet Sullivan/ Mgr EHLS	Nick Ackles/ Mgr. PSS
H0611	Public Safety Systems	Richard Tappan/Sys Tech Pss	Nick Ackles/ Mgr. PSS
H0303	Public Art	NA	UIT - USS3 - H0154 A&F Support Team
H0230	Cullen Performance Hall	Dan Olivarez/ User Services Spec 4	Dan Olivarez/ User Services Spec 4
S0014	Worham House	Blanca Rivera/Housekeeping Lead	Jason Trippier, Director ORES
H0575	EHLS (DOR)	NA	Nick Ackles/ Mgr. PSS