

**Administration and Finance
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Baseline Standards
FY 2018**

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.	Janae Fadairo/Fin Coord 2 Rosa Garza/Fin Coord 2	Martha Noriega Fin Coord 1
2	Reviewing cost center verifications.	Juanita Samuels/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.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Pamela Journet/Fin Asst 2 Antionette Marvels/Fin Asst 1 Rosa Garcia/Fin Coord 2	Juanita Samuels/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Same as # 2	Juanita Samuels/DBA &/or Linda Garza Dir Bus Svcs
4	Ensuring correct account coding on purchases documents.	All listed in #2 & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Same as # 2	Juanita Samuels/DBA
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 Asst. DBA	Chareese Issacs Asst. DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	TRAM Managers/Supervisors.	Chareese Issacs Asst. DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA
4	Completing termination clearance procedures.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rosa Garcia Fin Coord.	Juanita Samuels, DBA
6	Maintaining departmental Personnel files.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA
7	Ensuring valid authorization of new hires.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA
8	Ensuring valid authorization of changes in compensation rates.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA
9	Ensuring the accurate input of changes to the HR System.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA
10	Consistent and efficient responses to inquiries.	Diane Sylvester Asst. DBA	Chareese Issacs Asst. DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Departments respective Cashiers - on record with Department ; Pamela Journet/Fin Asst 2 Antionette Marvels/Fin Asst 1 Martha Noriega/Fin Coord 1	Juanita Samuels/DBA
2	Reconciling cash, checks, etc. to receipts.	see # 1	Juanita Samuels/DBA
3	Preparing deposits.	see # 1	Juanita Samuels/DBA
4	Preparing Journal Entries.	Pamela Journet/Fin Asst 2 Antionette Marvels/Fin Asst 1 Martha Noriega/Fin Coord 1	Juanita Samuels/DBA
5	Verifying deposits posted correctly in the Finance System.	Janae Fadairo/Fin Coord 2 Rosa Garza/Fin Coord 2	Juanita Samuels/DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	see # 1	Juanita Samuels/DBA
7	Secure deposits via UHDDS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	see # 1	Juanita Samuels/DBA & Linda Garza Dir Bus Svcs
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Department Head & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
10	Updating Cash Handling Procedures as needed.	Department Head & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Head & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
12	Consistent and efficient responses to inquiries.	see # 1	Juanita Samuels/DBA
PETTY CASH			
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 purposes.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
4	Approving petty cash disbursements.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
5	Replenishing the petty cash fund timely.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
6	Ensuring the petty cash fund is balanced after each disbursement.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Department Contract Contacts & Sylvia Morales Salinas/Contract Analyst	Alice Tsai/Financial Manager & Juanita Samuels, 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	Juanita Samuels/DBA
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted below.	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.	Diane Sylvester Asst. DBA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Diane Sylvester Asst. 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.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Rosa Garza/ Fin Coord 2 Martha Noriega Fin Coord 1 Janae Fadairo Fin Coord 2 Antionette Marvels Fin Asst 1	Juanita Samuels/DBA
3	Collection.	Rosa Garza/ Fin Coord 2 Martha Noriega Fin Coord 1 Janae Fadairo Fin Coord 2 Antionette Marvels Fin Asst 1	Juanita Samuels/DBA
4	Recording.	Rosa Garza/ Fin Coord 2 Martha Noriega Fin Coord 1 Janae Fadairo Fin Coord 2 Antionette Marvels Fin Asst 1	Juanita Samuels/DBA
5	Monitoring credit extended.	NA	NA
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.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
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	ALL
For Departments Listed Below			
DeptID	Department Name	Property Custodian	Departmental Computing
H0154	Administration & Finance		UIT - USS3 - H0154 A&F Support Team
H0156	Finance		
H0171	Auxiliary Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0174	Cougar Card	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0179	Postal Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0180	Printing Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0178	Parking & Trans Operation	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0294	UH Sports & Entertainment SVC	NA	

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H0505	Real Estate Services	Genille A. Rampersad	Henry Pham/ Analyst, Microsystems 2
H0518	Univ Prop Serv Operations	Genille A. Rampersad	Henry Pham/ Analyst, Microsystems 2
H0614	Assoc VP for Administration	NA	UIT - USS3 - H0154 A&F Support Team
H0679	Risk Management	Christopher Durham/Functional Analyst 4	Christopher Durham/Functional Analyst 4
H0170	A&F Marketing and Communication	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 4
H0276	Office of Sustainability	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
S0009	Administration & Finance	NA	UIT - USS3 - H0154 A&F Support Team
S0069	Univ Prop Serv Operations	NA	Henry Pham/ Analyst, Microsystems 2
			UIT - USS3 - H0154 A&F Support Team
			Branda Lumpkin
			Patrick McNeal
			Brian Thomas