UH M.D. Anderson Library Administration - H0143 Baseline Standards FY 2018

Description of Responsibility DEPARTMENTAL POLICIES & PROCEDURES BASELINE STANDARDS I Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. Mark Cooper - CBDA Preparing cost center verifications. Parm Allen - Financial Analyst 2 Reviewing cost center verifications. Mark Cooper - CBDA Preparing cost center verifications. Mark Cooper - CBDA Mark Cooper - CBD			Responsible Per	rson(s) (Name/Title)
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11 Ensure all security access requests and training courses are Shanequea White - Department	10			
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		completed 48 hours prior to necessary access changes.	Business Administrator	

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			erson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Mark Cooper - CBDA	
1	conting easily eneets, etc.	Cooper CDD/1	Free Lane - Secretary 2/Susan Ryan
2	Reconciling cash, checks, etc. to receipts.	Susan Ryan/Chris Galloway	Pam Allen - Financial Analyst 2
3	Preparing deposits.	Susan Ryan/Chris Galloway	Pam Allen - Financial Analyst 2
4	Preparing Journal Entries.	Susan Ryan/Chris Galloway	Marissa Aiello - Financial Assistant/Pam Allen - Financial Analyst 2
5	Verifying deposits posted correctly in the Finance System.	Mark Cooper - CBDA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mark Cooper - CBDA	
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Susan Ryan/Chris Galloway	Pam Allen - Financial Analyst 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mark Cooper - CBDA	
10	Updating Cash Handling Procedures as needed.	Mark Cooper - CBDA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mark Cooper - CBDA	
12	Consistent and efficient responses to inquiries.	Susan Ryan/Chris Galloway	Pam Allen - Financial Analyst 2
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
CONTR	CACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mark Cooper - CBDA	
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Susan Houston - Building Maintenace Manager	
2	Ensuring the annual inventory was completed correctly.	Susan Houston - Building Maintenace Manager	Mark Cooper - CBDA
3	Tagging equipment.	Susan Houston - Building Maintenace Manager	
4	Approving requests for removal of equipment from campus.	Mark Cooper - CBDA	Rob Spragg - Associate Librarian/Networking Manager
DISCLO	OSURE FORMS		LIOTAHAII/INCLWOFKIIIg MANAger
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Shanequea White - Department Business Administrator	Mark Cooper - CBDA
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Shanequea White - Department	Mark Cooper - CBDA
3	complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Business Administrator N/A	N/A

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		Responsible Pe	erson(s) (Name/Title)
Description of Responsibility		Primary (Required)	Secondary (Optional)
	UNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Mark Cooper - CBDA	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Rob Spragg - Associate Librarian/Networking Manager	
2	Ensuring that critical data back up occurs.	Rob Spragg - Associate Librarian/Networking Manager	
3	Ensuring that procedures such as password controls are followed.	Rob Spragg - Associate Librarian/Networking Manager	
4	Reporting of suspected security violations.	Rob Spragg - Associate Librarian/Networking Manager	