

UH M.D. Anderson Library Acquisitions-Serials - H0146  
 Baseline Standards  
 FY 2019

		<b>Baseline Standards FY19</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	N/A	N/A
2	Updating the Baseline Standards Form.	N/A	N/A
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	N/A	N/A
2	Reviewing cost center verifications.	N/A	N/A
3	Approving cost center verifications.	N/A	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	N/A	N/A
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Nora Dethloff, Yesenia Umana, Judy Parsons, Mary Rico, Jeannie Pham, Margaret Dunn, Ian Knabe, Judith Parsons.	Mark Cooper - CBDA
2	Ensuring the validity of travel and expense reimbursements.	N/A	N/A
3	Ensuring that goods and services are received and that timely payment is made.	Nora Dethloff, Yesenia Umana, Judy Parsons, Mary Rico, Jeannie Pham, Margaret Dunn, Ian Knabe, Judith Parsons.	Mark Cooper - CBDA
4	Ensuring correct account coding on purchases documents.	Nora Dethloff, Yesenia Umana, Judy Parsons, Mary Rico, Jeannie Pham, Margaret Dunn, Ian Knabe, Judith Parsons.	Mark Cooper - CBDA
5	Primary contact for inquiries to expenditure transactions.	Nora Dethloff, Yesenia Umana, Judy Parsons, Mary Rico, Jeannie Pham, Margaret Dunn, Ian Knabe, Judith Parsons.	Mark Cooper - CBDA
<b>PAYROLL / HUMAN RESOURCES</b>			

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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.	N/A	N/A
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	N/A	N/A
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	N/A	N/A
4	Completing termination clearance procedures.	N/A	N/A
5	Ensuring terminated employees are no longer charged to departmental cost centers.	N/A	N/A
6	Maintaining departmental Personnel files.	N/A	N/A
7	Ensuring valid authorization of new hires.	N/A	N/A
8	Ensuring valid authorization of changes in compensation rates.	N/A	N/A
9	Ensuring the accurate input of changes to the HR System.	N/A	N/A
10	Consistent and efficient responses to inquiries.	N/A	N/A
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Mark Cooper - CBDA	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
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
<b>PETTY CASH</b>			

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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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mark Cooper - CBDA	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Susan Houston - Building Maintenance Manager	
2	Ensuring the annual inventory was completed correctly.	Susan Houston - Building Maintenance Manager	Mark Cooper - CBDA
3	Tagging equipment.	Susan Houston - Building Maintenance Manager	
4	Approving requests for removal of equipment from campus.	Mark Cooper - CBDA	Rob Spragg - Associate Librarian/Networking Manager
<b>DISCLOSURE FORMS</b>			
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 complete the Consulting disclosure statement online.	Shanequea White - Department Business Administrator	Mark Cooper - CBDA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mark Cooper - CBDA	
<b>ACCOUNTS RECEIVABLE</b>			
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
<b>NEGATIVE BALANCES</b>			

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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.	Mark Cooper - CBDA	
<b>DEPARTMENTAL COMPUTING</b>			
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	

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