College of Pharmacy
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.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
2	Updating the Baseline Standards Form.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Sahrish Kanji/Financial Coordinator 1	Miranda McMorris/Dept Business Admin
2	Reviewing cost center verifications.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
3	Approving cost center verifications.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
4	Ensuring all cost centers are verified/approved on a timely basis.	Miranda McMorris/Dept Business Admin	Rubina Haroon/Director Bus Oper.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
2	Ensuring the validity of travel and expense reimbursements.	Ty Hall/Secretary 2 Golda Hallett/Progam Manager 2 Kristan Perello/Assist. Business Svc Jennifer Green/Program Manager 2 Mary Reed/Exec Admin Asst. Daniel Chang/Program Manager 2 Diane Salazar/Program Manager 2 Stacey Davenport/Asst Business Svc 1 Lupita Curiel/Program Coord	Blake Stroud/Financial Coordinator 2
3	Ensuring that goods and services are received and that timely payment is made.	Muheebat Salawu/Fin. Coordinator 2 Ty Hall/Secretary 2 Golda Hallett/Progam Manager 2 Rontavia Sanders/Office Assistant Kristan Perello/Assist. Business Svc Jennifer Green/Program Manager 2 Mary Reed/Exec Admin Asst. Daniel Chang/Program Manager 2 Diane Salazar/Program Manager 2 Stacey Davenport/Asst Business Svc 1 Lupita Curiel/Program Coord	Konner Mackey/Financial Coordinator 1
4	Ensuring correct account coding on purchases documents.	Muheebat Salawu/Fin. Coordinator 2 Ty Hall/Secretary 2 Golda Hallett/Progam Manager 2 Rontavia Sanders/Office Assistant Jennifer Green/Program Manager 2 Mary Reed/Exec Admin Asst. Daniel Chang/Program Manager 2 Diane Salazar/Program Manager 2 Lupita Curiel/Program Coord Rhianna Boatwright/Program Coord Melissa Nieto/Academic Advisor 2	Konner Mackey/Financial Coordinator 1
5	Primary contact for inquiries to expenditure transactions.	CBO OFFICE rxorder@uh.edu	
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.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
4	Completing termination clearance procedures.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
6	Maintaining departmental Personnel files.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
7	Ensuring valid authorization of new hires.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
8	Ensuring valid authorization of changes in compensation rates.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
9	Ensuring the accurate input of changes to the HR System.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin
10	Consistent and efficient responses to inquiries.	Maylin Thanudape/Dept Business Admin	Miranda McMorris/Dept Business Admin

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	CBO OFFICE	
2	Reconciling cash, checks, etc. to receipts.	Miranda McMorris/Dept Business Admin	Rubina Haroon/Director Bus Oper.
3	Preparing deposits.	Blake Stroud/Financial Coordinator 2 Konner Mackey/Financial Coordinator 1	Muheebat Salawu/Financial Coordinator 2
4	Preparing Journal Entries.	Blake Stroud/Financial Coordinator 2 Konner Mackey/Financial Coordinator	Muheebat Salawu/Financial Coordinator 2
5	Verifying deposits posted correctly in the Finance System.	Sahrish Kanji/Financial Coordinator 1	Miranda McMorris/Dept Business Admin
6	Adequacy of physical safeguards of cash receipts and equivalent.	Blake Stroud/Financial Coordinator 2 Konner Mackey/Financial Coordinator	Miranda McMorris/Dept Business Admin
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Blake Stroud/Financial Coordinator 2 Konner Mackey/Financial Coordinator	Miranda McMorris/Dept Business Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
10	Updating Cash Handling Procedures as needed.	Miranda McMorris/Dept Business Admin	Rubina Haroon/Director Bus Oper.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
12	Consistent and efficient responses to inquiries.	Miranda McMorris/Dept Business Admin	Rubina Haroon/Director Bus Oper.
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.	Blake Stroud/Financial Coordinator 2	Rubina Haroon/Director Bus Oper.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Douglas Eikenburg/Dept Chair - PPS Kevin Garey/Dept Chair - PPTR Rajender Aparasu/Dept Chair - PHOP Paige Pitman/Assist. Dean - Std Service Nancy Ordonez/Assist Dean - Experential Sheree Pearce/IT Info Serv Manager	Rubina Haroon/Director Bus Oper.
2	Ensuring the annual inventory was completed correctly.	Rubina Haroon/Director Bus Oper.	
3	Tagging equipment.	Douglas Eikenburg/Dept Chair - PPS Kevin Garey/Dept Chair - PPTR Rajender Aparasu/Dept Chair - PHOP Paige Pitman/Assist. Dean - Std Service Nancy Ordonez/Assist Dean - Experential Sheree Pearce/IT Info Serv Manager	Blake Stroud/Financial Coordinator 2

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
4	Approving requests for removal of equipment from campus.	Rubina Haroon/Director Bus Oper.	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rubina Haroon/Director Bus Oper.	Maylin Thanudape/Dept Business Admin
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Claire Wetzel/Research Admin	

			Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE				
	1	Extending of credit.	N/A	N/A
	2	Billing.	N/A	N/A
	3	Collection.	Miranda McMorris/Dept Business Admin	Rubina Haroon/Director Bus Oper.
	4	Recording.	Sahrish Kanji/Financial Coordinator 1	Miranda McMorris/Dept Business Admin
	5	Monitoring credit extended.	N/A	N/A
	6	Approving write-offs.	Dr. Lamar Pritchard/Dean	Rubina Haroon/Director Bus Oper.
NEGATIVE BALANCES				
	1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Dept Business Admin
	2	Ensuring that research expenditures are covered by funds from sponsors.	Claire Wetzel/Research Admin	Miranda McMorris/Dept Business Admin
DEPARTMENTAL COMPUTING				
	1	Management of the departments' information technology resources.	Sheree Pearce/IT Info Serv Manager	Wesam Fahmy/USS3
	2	Ensuring that critical data back up occurs.	Sheree Pearce/IT Info Serv Manager	Wesam Fahmy/USS3
	3	Ensuring that procedures such as password controls are followed.	Sheree Pearce/IT Info Serv Manager	Wesam Fahmy/USS3
	4	Reporting of suspected security violations.	Sheree Pearce/IT Info Serv Manager	Wesam Fahmy/USS3