

College of Pharmacy  
Baseline Standards  
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	LaSaundra Cotright/Director Bus Oper.	Miranda McMorris/Dept Business Admin
2	Updating the Baseline Standards Form.	LaSaundra Cotright/Director Bus Oper.	Miranda McMorris/Dept Business Admin
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Kristan Perello/Financial Coordinator 2	Miranda McMorris/Dept Business Admin
2	Reviewing cost center verifications.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
3	Approving cost center verifications.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
4	Ensuring all cost centers are verified/approved on a timely basis.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	LaSaundra Cotright/Director Bus Oper.	Miranda McMorris/Dept Business Admin
2	Ensuring the validity of travel and expense reimbursements.	Ty Hall/Secretary 2 Golda Hallett/Program Manager 2 Vacant/Assist. Business Svc Jennifer Green/Program Manager 2 Mary Reed/Exec Admin Asst. Vacant/Program Manager 2 Diane Salazar/Program Manager 2 Pamela Journet/Asst Business Svc 1 Vacant/Asst Business Svc 1 Lupita Curiel/Program Coord Jessica Price/Program Coord Melissa Nieto/Academic Advisor 2	Muheeb Salawu/Financial Coordinator 2
3	Ensuring that goods and services are received and that timely payment is made.	Muheeb Salawu/Fin. Coordinator 2 Shanta Hamilton/Fin. Coordinator 2 Ty Hall/Secretary 2 Golda Hallett/Program Manager 2 Rontavia Sanders/Office Assistant Vacant/Assist. Business Svc Jennifer Green/Program Manager 2 Mary Reed/Exec Admin Asst. Vacant/Program Manager 2 Diane Salazar/Program Manager 2 Pamela Journet/Asst Business Svc 1 Vacant/Asst Business Svc 1 Lupita Curiel/Program Coord Jessica Price/Program Coord	Bethanie Faulk/Financial Coordinator 1

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4	Ensuring correct account coding on purchases documents.	Muheebat Salawu/Fin. Coordinator 2 Shanta Hamilton/Fin. Coordinator 2 Ty Hall/Secretary 2 Golda Hallett/Program Manager 2 Rontavia Sanders/Office Assistant Kristan Perello/Assist. Business Svc Jennifer Green/Program Manager 2 Mary Reed/Exec Admin Asst. Vacant/Program Manager 2 Diane Salazar/Program Manager 2 Pamela Journet/Asst Business Svc 1 Antoinette Marvels/Asst Business Svc 1 Lupita Curiel/Program Coord Jessica Price/Program Coord Melissa Nieto/Academic Advisor 2	Bethanie Faulk/Financial Coordinator 1
5	Primary contact for inquiries to expenditure transactions.	CBO OFFICE rxorder@uh.edu	
<b>PAYROLL / HUMAN RESOURCES</b>			
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
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
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	CBO OFFICE	
2	Reconciling cash, checks, etc. to receipts.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
3	Preparing deposits.	Bethanie Faulk/Financial Coordinator 1	Muheebat Salawu/Financial Coordinator 2
4	Preparing Journal Entries.	Bethanie Faulk/Financial Coordinator 1	Muheebat Salawu/Financial Coordinator 2
5	Verifying deposits posted correctly in the Finance System.	Kristen Perello/Financial Coordinator 1	Miranda McMorris/Dept Business Admin

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6 Adequacy of physical safeguards of cash receipts and equivalent.	Bethanie Faulk/Financial Coordinator 1	Miranda McMorris/Dept Business Admin
7 Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8 Ensuring deposits are made timely.	Bethanie Faulk/Financial Coordinator 1	Miranda McMorris/Dept Business Admin
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	LaSaundra Cotright/Director Bus Oper.	Miranda McMorris/Dept Business Admin
10 Updating Cash Handling Procedures as needed.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
11 Distribution of Cash Handling Procedures to employees who handle cash.	LaSaundra Cotright/Director Bus Oper.	Miranda McMorris/Dept Business Admin
12 Consistent and efficient responses to inquiries.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
<b>PETTY CASH</b>		
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.	Muheebat Salawu/Fin Coordinator 2 Miranda McMorris/Dept Business	LaSaundra Cotright/Director Bus Oper.
<b>PROPERTY MANAGEMENT</b>		
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 - Experiential Sheree Pearce/IT Info Serv Manager	LaSaundra Cotright/Director Bus Oper.
2 Ensuring the annual inventory was completed correctly.	LaSaundra Cotright/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 - Experiential Sheree Pearce/IT Info Serv Manager	Maylin Thanudape/Dept Business Admin
4 Approving requests for removal of equipment from campus.	LaSaundra Cotright/Director Bus Oper.	

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	LaSaundra Cotright/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.	LaSaundra Cotright/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 Laney/Research Admin	
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	Miranda McMorris/Dept Business Admin	LaSaundra Cotright/Director Bus Oper.
4	Recording.	Kristen Perello/Financial Coordinator 1	Miranda McMorris/Dept Business Admin
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Dr. Lamar Pritchard/Dean	LaSaundra Cotright/Director Bus Oper.
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	LaSaundra Cotright/Director Bus Oper.	Miranda McMorris/Dept Business Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	Claire Laney/Research Admin	Miranda McMorris/Dept Business Admin
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Sheree Pearce/IT Info Serv Manager	Freddy Aung/USS3
2	Ensuring that critical data back up occurs.	Sheree Pearce/IT Info Serv Manager	Freddy Aung/USS3
3	Ensuring that procedures such as password controls are followed.	Sheree Pearce/IT Info Serv Manager	Freddy Aung/USS3
4	Reporting of suspected security violations.	Sheree Pearce/IT Info Serv Manager	Freddy Aung/USS3