

Texas Center for Superconductivity at the University of Houston (TcSUH)  
Baseline Standards  
FY 2014

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.	Associate Director for Administration	Elyse Davis, DBA
2	Updating the Baseline Standards Form.	Elyse Davis, DBA	Associate Director for Administration
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	DeSandra Torbor, Accountant 2	Elyse Davis, DBA
2	Reviewing cost center verifications.	Elyse Davis, DBA	Associate Director for Administration
3	Approving cost center verifications.	Elyse Davis, DBA	Associate Director for Administration
4	Ensuring all cost centers are verified/approved on a timely basis.	Elyse Davis, DBA	Associate Director for Administration
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
2	Ensuring the validity of travel and expense reimbursements.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
4	Ensuring correct account coding on purchases documents.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
5	Primary contact for inquiries to expenditure transactions.	DeSandra Torbor, Accountant 2	Elyse Davis, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Bernadette Williams - Financial Coord. 1	Elyse Davis, DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Bernadette Williams - Financial Coord. 1	Elyse Davis, DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Bernadette Williams - Financial Coord. 1	Elyse Davis, DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Bernadette Williams - Financial Coord. 1	Elyse Davis, DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Bernadette Williams - Financial Coord. 1	Elyse Davis, DBA
6	Completing termination clearance procedures.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	DeSandra Torbor, Accountant 2	Elyse Davis, DBA
8	Paycheck distribution.	Bernadette Williams - Financial Coord. 1	DeSandra Torbor, Accountant 2
9	Maintaining departmental Personnel files.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
10	Ensuring valid authorization of new hires.	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1	Elyse Davis, DBA
11	Ensuring valid authorization of changes in compensation rates.	Elyse Davis, DBA	Associate Director for Administration

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12	Ensuring the accurate input of changes to the HR System.	DeSandra Torbor, Accountant 2	Elyse Davis, DBA
13	Propriety of leave account classification on time records.	Elyse Davis, DBA	Associate Director for Administration
14	Consistent and efficient responses to inquiries.	Elyse Davis, DBA	Associate Director for Administration
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
2	Reconciling cash, checks, etc. to receipts.	DeSandra Torbor, Accountant 2	Elyse Davis, DBA
3	Preparing deposits.	Helen Espinoza - Financial Coord. 2	DeSandra Torbor, Accountant 2
4	Preparing Journal Entries.	DeSandra Torbor, Accountant 2	Bernadette Williams - Financial Coord. 1 Helen Espinoza - Financial Coord. 2 Charmaine Escobido - Financial Asst. 1
5	Verifying deposits posted correctly in the Finance System.	DeSandra Torbor, Accountant 2	Elyse Davis, DBA
6	Adequacy of physical safeguards.	Elyse Davis, DBA	Associate Director for Administration
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Elyse Davis, DBA	Associate Director for Administration
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elyse Davis, DBA	Associate Director for Administration
10	Updating Cash Handling Procedures as needed.	Elyse Davis, DBA	Associate Director for Administration
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elyse Davis, DBA	Associate Director for Administration
12	Consistent and efficient responses to inquiries.	Elyse Davis, DBA	Associate Director for Administration
<b>PETTY CASH</b>		NA	
1	Preparing petty cash disbursements.		
2	Ensuring petty cash disbursements are not for more than \$100.		
3	Ensuring petty cash disbursements are made for only authorized purposes.		
4	Approving petty cash disbursements.		
5	Replenishing the petty cash fund timely.		
6	Ensuring the petty cash fund is balanced after each disbursement.		
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	Elyse Davis, DBA	Associate Director for Administration
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Elyse Davis, DBA	Associate Director for Administration
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA

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2	Ensuring the annual inventory was completed correctly.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
3	Tagging equipment.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
4	Approving requests for removal of equipment from campus.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Elyse Davis, DBA	Associate Director for Administration
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Associate Director for Administration	Elyse Davis, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Associate Director for Administration	Elyse Davis, DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Elyse Davis, DBA	Associate Director for Administration
2	Billing.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
3	Collection.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
4	Recording.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
5	Monitoring credit extended.	Helen Espinoza - Financial Coord. 2	Elyse Davis, DBA
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elyse Davis, DBA	Associate Director for Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	Elyse Davis, DBA	Associate Director for Administration
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Brion Jacobs, Web Developer 3	NSM
2	Ensuring that critical data back up occurs.	Brion Jacobs, Web Developer 3	NSM
3	Ensuring that procedures such as password controls are followed.	Brion Jacobs, Web Developer 3	NSM
4	Reporting of suspected security violations.	Brion Jacobs, Web Developer 3	NSM