

Missing department
name and ID

Department Name
Baseline Standards
FY 2019

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.	Troy Christensen, DBA	Elyse Davis, Division Administrator
2	Updating the Baseline Standards Form.	Troy Christensen, DBA	Elyse Davis, Division Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Ileana Perez, Accountant 2	Elyse Davis, Division Administrator
2	Reviewing cost center verifications.	Troy Christensen, DBA	Elyse Davis, Division Administrator
3	Approving cost center verifications.	Cost Center Manager	
4	Ensuring all cost centers are verified/approved on a timely basis.	Ileana Perez, Accountant 2	Troy Christensen, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
2	Ensuring the validity of travel and expense reimbursements.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
4	Ensuring correct account coding on purchases documents.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2 Troy Christensen, DBA	Elyse Davis, Division Administrator
5	Primary contact for inquiries to expenditure transactions.	Troy Christensen, DBA	Elyse Davis, Division Administrator
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.	Troy Christensen, DBA	Elyse Davis, Division Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Troy Christensen, DBA	Elyse Davis, Division Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Troy Christensen, DBA	Elyse Davis, Division Administrator
4	Completing termination clearance procedures.	Elyse Davis, Division Administrator	Pam Muscarello, Ex Director, DOR Operations
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Ileana Perez, Accountant 2	Elyse Davis, Division Administrator
6	Maintaining departmental Personnel files.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
7	Ensuring valid authorization of new hires.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
8	Ensuring valid authorization of changes in compensation rates.	Troy Christensen, DBA	Elyse Davis, Division Administrator
9	Ensuring the accurate input of changes to the HR System.	Christina Quinn, Financial Asst 2 Marvin Alexander, Financial Asst 2	Elyse Davis, Division Administrator
10	Consistent and efficient responses to inquiries.	Troy Christensen, DBA	Elyse Davis, Division Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Payton Cornelius, Office Asst 1	
2	Reconciling cash, checks, etc. to receipts.	Marvin Alexander, Financial Asst 2	
3	Preparing deposits.	Christina Quinn, Financial Asst 2	
4	Preparing Journal Entries.	Marvin Alexander, Financial Asst 2	
5	Verifying deposits posted correctly in the Finance System.	Ileana Perez, Accountant 2	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Troy Christensen, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Christina Quinn, Financial Asst 2	
8	Ensuring deposits are made timely.	Troy Christensen, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Troy Christensen, DBA	Elyse Davis, Division Administrator
10	Updating Cash Handling Procedures as needed.	Troy Christensen, DBA	Elyse Davis, Division Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Troy Christensen, DBA	Elyse Davis, Division Administrator
12	Consistent and efficient responses to inquiries.	Troy Christensen, DBA	Elyse Davis, Division Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Troy Christensen, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Marvin Alexander, Financial Asst 2	
2	Ensuring the annual inventory was completed correctly.	Troy Christensen, DBA	
3	Tagging equipment.	Marvin Alexander, Financial Asst 2	
4	Approving requests for removal of equipment from campus.	Marvin Alexander, Financial Asst 2	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Troy Christensen, DBA	Elyse Davis, Division Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Troy Christensen, DBA	Elyse Davis, Division Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Troy Christensen, DBA	Elyse Davis, Division Administrator

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Troy Christensen, DBA	Elyse Davis, Division Administrator
2	Billing.	Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
3	Collection.	Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
4	Recording.	Marvin Alexander, Financial Asst 2	Troy Christensen, DBA
5	Monitoring credit extended.	Troy Christensen, DBA	Elyse Davis, Division Administrator
6	Approving write-offs.	University of Houston	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Troy Christensen, DBA	Elyse Davis, Division Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Troy Christensen, DBA	Elyse Davis, Division Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Brion Jacobs, Web Developer 3	
2	Ensuring that critical data back up occurs.	Brion Jacobs, Web Developer 3	
3	Ensuring that procedures such as password controls are followed.	Brion Jacobs, Web Developer 3	
4	Reporting of suspected security violations.	Brion Jacobs, Web Developer 3	