## H0226 Center for Student Media Baseline Standards FY2014

		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is	Candy Littleton/Financial	Dr. Noel Clarke/Director	
	current.	Coordinator II	College/Division Business	
			Operator	
2	Updating the Baseline Standards Form.	Dr. Noel Clarke/Director	Candy Littleton/Financial	
		College/Division Business	Coordinator II	
		Operator		
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Candy Littleton/Financial	Dr. Noel Clarke/Director	
		Coordinator II	College/Division Business	
			Operator	
2	Reviewing cost center verifications.	Dr. Noel Clarke/Director	Linda M. Garza, Director	
		College/Division Business	Business Services	
		Operator		
3	Approving cost center verifications.	Mathew Dulin, Director Student	Keith T. Kowalka/Assistant VP	
		Publication	for Student Affairs, Stu Life	
4	Ensuring all cost centers are verified/approved on a timely	Dr. Noel Clarke/Director		
	basis.	College/Division Business	Linda M. Garza, Director	
		Operator	Business Services	
	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mathew Dulin, Director Student	Candy Littleton/Financial	
		Publication	Coordinator II	
2	Ensuring the validity of travel and expense reimbursements.	Mathew Dulin, Director Student	Candy Littleton/Financial	
		Publication	Coordinator II	
3	Ensuring that goods and services are received and that timely	Mathew Dulin, Director Student	Candy Littleton/Financial	
	payment is made.	Publication	Coordinator II	
4	Ensuring correct account coding on purchases documents.	Candy Littleton/Financial	Dr. Noel Clarke/Director	
		Coordinator II	College/Division Business	
			Operator	
5	Primary contact for inquiries to expenditure transactions.	Mathew Dulin, Director Student	Candy Littleton/Financial	
DAVIDO	NI / HIMAN PEGOLID GEG	Publication	Coordinator II	
	DLL / HUMAN RESOURCES	Condet Littleton/Einensiel	Dr. N al Clardes /Directors	
1	Reconciling approved bi-weekly leave requests to time and	Candy Littleton/Financial	Dr. Noel Clarke/Director	
	effort reports.	Coordinator II	College/Division Business	
2	Reconciling bi-weekly leave accruals to the HR System.	Candy Littleton/Financial	Operator Dr. Noel Clarke/Director	
2	Reconcining of-weekly leave accruais to the Fix System.	Coordinator II		
		Coordinator II	College/Division Business	
3	Ensuring all bi-weekly time and effort reports are submitted to	Candy Littleton/Financial	Operator Dr. Noel Clarke/Director	
3	Payroll.	Coordinator II	College/Division Business	
	rayion.	Coordinator II		
4	Ensuring all monthly leave is recorded and approved in the HR	Candy Littleton/Financial	Operator Dr. Noel Clarke/Director	
	System.	Coordinator II	College/Division Business	
	bysicin.	Coolumator II	Operator	
5	Reconciling time and effort reports (bi-weekly employees) and	Candy Littleton/Financial	Dr. Noel Clarke/Director	
3	ePARs (monthly employees) to the trial and final payroll	Coordinator II	College/Division Business	
	verification reports.	Coolumator II	Operator	
6	Completing termination clearance procedures.	Vicky Henderson/Financial	Dr. Noel Clarke/Director	
0	completing termination elemente procedures.	Coordinator II	College/Division Business	
		Coolumnio II	Operator	
7	Ensuring terminated employees are no longer charged to	Candy Littleton/Financial	Dr. Noel Clarke/Director	
_ ′	departmental cost centers.	Coordinator II	College/Division Business	
			Operator Dusiness	
8	Paycheck distribution.	NA	Орегию	
9	Maintaining departmental Personnel files.	Vicky Henderson/Financial	Dr. Noel Clarke/Director	
	Ø r	Coordinator II	College/Division Business	
			Operator Dusiness	
10	Ensuring valid authorization of new hires.	Vicky Henderson/Financial	Dr. Noel Clarke/Director	
		Coordinator II	College/Division Business	
			Operator	
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## H0226 Center for Student Media Baseline Standards FY2014

Ensuring valid authorization of changes in compensation rates.   Coordinator II   Coordin				rson(s) (Name/Title)
Conditator II   College/Division Business Operator   Vicky Henderson/Financial   College/Division Business Operator   College/Division Business Operator   College/Division Business Operator   Dr. Noel Clate/Director   College/Division Business Operator   Conditator II   Dr. Noel Clate/Director   College/Division Business Operator   Coordinator II   Consistent and efficient responses to inquiries.   Coordinator II   Dr. Noel Clate/Director   College/Division Business Operator   Coordinator II   Collecting cash, checks, etc.   Leona Davis/Office Asst. 2   Candy Littleton/Financial   Coordinator II   Coordinator II   Coordinator II   Consistent   Coordinator II   Coordinator I	Description of Responsibility		Primary (Required)	Secondary (Optional)
Conditator II	11	Ensuring valid authorization of changes in compensation rates.		Dr. Noel Clarke/Director
13   Propriety of leave account classification on time records.   Vicky Henderson/Financial College/Division Business Operator			Coordinator II	C
Coordinator II	12	Ensuring the accurate input of changes to the HR System.	Vicky Henderson/Financial	Dr. Noel Clarke/Director
14   Consistent and efficient responses to inquiries.				
Condinator II	13	Propriety of leave account classification on time records	Vicky Henderson/Financial	
14   Consistent and efficient responses to inquiries.   Vicky Henderson/Financial Coordinator II   Collecting cash, checks, etc.   Leona Davis/Office Asst. 2   Candy Littleton/Financial Coordinator II   Coordinator II   Condinator II   Coordinator II   Dr. Noel Clarke/Director   College/Division Business   Coordinator II   Coordinator II   Dr. Noel Clarke/Director   College/Division Business   Operator   Colleg		Propriety of feave account chassification on time records.		College/Division Business
Coordinator II   College/Division Business Operator	1/1	Consistent and efficient responses to inquiries	Vicky Henderson/Financial	
Cash HANDLING	14	consistent and efficient responses to inquines.		College/Division Business
Collecting cash, checks, etc.   Leona Davis/Office Asst. 2   Candy Littleton/Financial Coordinator II	CASH F	HANDLING		Operator
2 Reconciling cash, checks, etc. to receipts.			Leona Davis/Office Asst. 2	
Coordinator II			7 5 1000	
Coordinator II			Leona Davis/Office Asst. 2	Coordinator II
Leona Davis/Office Asst. 2   Candy Littleton/Financial Coordinator II	3	Preparing deposits.	Leona Davis/Office Asst. 2	
Solution   Condition   College/Division Business   Condition   College/Division Business   Condition   College/Division Business   Condition   College/Division Business   Conditator   Conditator   College/Division Business   Conditator   Conditator   Conditator   College/Division Business   Conditator   Conditator   College/Division Business   Conditator   Conditator   Condita	4	Preparing Journal Entries.	Leona Davis/Office Asst. 2	Candy Littleton/Financial
Coordinator II College/Division Business Operator  Adequacy of physical safeguards.  Ensuring deposits to Student Financial Services.  Prival Police Department  In Ind An Garza, Director  College/Division Business  Operator  In College/Division Business  Operator  In College/Division Business  Operator  In Role Clarke/Director  College/Divi	5	Verifying deposits posted correctly in the Finance System.	Candy Littleton/Financial	
Adequacy of physical safeguards.		, g	-	
Transporting deposits to Student Financial Services.  Transporting deposits are made timely.  Ensuring deposits are made timely.  Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  Updating Cash Handling Procedures as needed.  Dr. Noel Clarke/Director College/Division Business Operator  Updating Cash Handling Procedures as needed.  Dr. Noel Clarke/Director College/Division Business Operator  Updating Cash Handling Procedures as needed.  Dr. Noel Clarke/Director College/Division Business Operator  Updating Cash Handling Procedures to employees who handle cash.  Dr. Noel Clarke/Director College/Division Business Operator  Condinator II  Coordinator II  Coordinator II  Coordinator II  Coordinator II  Coordinator II  Dr. Noel Clarke/Director College/Division Business Operator  College/Division Business Operator  College/Division Business Operator  College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Coordinator II  Preparing petty cash disbursements.  Coordinator II  Preparing petty cash disbursements are not for more than \$100.  N/A  N/A  Ensuring petty cash disbursements are made for only authorized purposes.  N/A  Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	6	Adequacy of physical safeguards	Leona Davis/Office Asst. 2	
7 Transporting deposits to Student Financial Services.  8 Ensuring deposits are made timely.  8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or training.  9 Updating Cash Handling Procedures as needed.  Distribution of Cash Handling Procedures to employees who handle cash.  10 Distribution of Cash Handling Procedures to employees who handle cash.  11 Consistent and efficient responses to inquiries.  Candy Littleton/Financial Coordinator II Coordinator I		ridequacy of physical sureguards.	Leona Bavis, Cirice 1 isst. 2	
Transporting deposits to Student Financial Services.  Ensuring deposits are made timely.  Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Cash Deposit and Security Procedures or Updating Cash Handling Procedures as needed.  Updating Cash Handling Procedures as needed.  Distribution of Cash Handling Procedures to employees who handle cash.  Consistent and efficient responses to inquiries.  Candy Littleton/Financial Coordinator II  Coordinator II  Coordinator II  Coordinator II  Coordinator II  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Pr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke				
Ensuring deposits are made timely.  Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Cash Linda M. Garza, Director College/Division Business Operator  Distribution of Cash Handling Procedures to employees who handle cash.  Consistent and efficient responses to inquiries.  Consistent and efficient responses to inquiries.  Consistent and efficient responses to inquiries.  Candy Littleton/Financial Coordinator II  Coordinator II  Coordinator II  Dr. Noel Clarke/Director College/Division Business Operator  College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Condinator II  Preparing petty cash disbursements.  N/A  N/A  N/A  Ensuring petty cash disbursements are not for more than \$100.  N/A  Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	7	Transporting deposits to Student Financial Services.	UH Police Department	
Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  Publication  Dr. Noel Clarke/Director College/Division Business Operator  Cordinator II  Dr. Noel Clarke/Director College/Division Business Operator  Distribution of Cash Handling Procedures to employees who handle cash.  Cordinator II  Dr. Noel Clarke/Director College/Division Business Operator  Condinator II  Dr. Noel Clarke/Director College/Division Business Operator  Condinator II  Cordinator II  Cordinator II  Cordinator II  Dr. Noel Clarke/Director College/Division Business Operator  Consistent and efficient responses to inquiries.  Candy Littleton/Financial Cordinator II  Cordinator II  Dr. Noel Clarke/Director College/Division Business Operator  College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  College/Division Business Operator  Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Bus			•	
Leona Davis/Office Asst. 2   Operator	1	,		College/Division Business
Security Procedures or Cash Deposit and Security Procedures training.  Updating Cash Handling Procedures as needed.  Dr. Noel Clarke/Director College/Division Business Operator  Distribution of Cash Handling Procedures to employees who handle cash.  Condinator II Cordinator II College/Division Business Operator  Consistent and efficient responses to inquiries.  Consistent and efficient responses to inquiries.  Consistent II Preparing petty cash disbursements.  I Preparing petty cash disbursements are not for more than \$100.  Ensuring petty cash disbursements are made for only authorized purposes.  Approving petty cash fund timely.  Ensuring the petty cash fund is balanced after each disbursement.  N/A N/A  Ensuring pervice of long distance charges for unusual activity.  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director College/Division Business Operator  N/A N/A  N/A  N/A  N/A  N/A  N/A  N/A	1		Leona Davis/Office Asst. 2	
10   Updating Cash Handling Procedures as needed.			Candy Littleton/Financial	Mathew Dulin, Director Student
Updating Cash Handling Procedures as needed.  Dr. Noel Clarke/Director College/Division Business Operator  Distribution of Cash Handling Procedures to employees who handle cash.  Consistent and efficient responses to inquiries.  Consistent and efficient responses to inquiries.  Candy Littleton/Financial Coordinator II  Coordinator II  Dr. Noel Clarke/Director College/Division Business Operator  Dr. Noel Clarke/Director Cordinator II  Dr. Noel Clarke/Director Cordina			Coordinator II	Publication
Distribution of Cash Handling Procedures to employees who handle cash.			Dr. Noel Clarke/Director	Linda M. Garza, Director
Distribution of Cash Handling Procedures to employees who handle cash.  Candy Littleton/Financial Coordinator II  Consistent and efficient responses to inquiries.  Candy Littleton/Financial Coordinator II  Consistent and efficient responses to inquiries.  Candy Littleton/Financial Coordinator II  Dr. Noel Clarke/Director College/Division Business Operator  College/Division Business Operator  PETTY CASH  Preparing petty cash disbursements.  N/A  Ensuring petty cash disbursements are not for more than \$100.  N/A  Ensuring petty cash disbursements are made for only authorized purposes.  N/A  Approving petty cash disbursements.  N/A  N/A  N/A  Replenishing the petty cash fund timely.  Replenishing the petty cash fund timely.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/			College/Division Business	Business Services
handle cash.  Coordinator II  College/Division Business Operator  Candy Littleton/Financial Coordinator II  College/Division Business Operator  Coordinator II  Pertry CASH  Pertry Cash  I Preparing petty cash disbursements.  Ensuring petty cash disbursements are not for more than \$100.  R/A  Significant perty cash disbursements are made for only authorized purposes.  Approving petty cash disbursements.  Replenishing the petty cash fund timely.  Replenishing the petty cash fund timely.  Coordinator II  Coordinator II  College/Division Business Operator  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/			Operator	
Consistent and efficient responses to inquiries.   Candy Littleton/Financial Coordinator II   Dr. Noel Clarke/Director College/Division Business Operator		Distribution of Cash Handling Procedures to employees who	Candy Littleton/Financial	Dr. Noel Clarke/Director
Coordinator II   College/Division Business   Operator		handle cash.	Coordinator II	
Coordinator II   College/Division Business   Operator		Consistent and efficient responses to inquiries.	Candy Littleton/Financial	
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  LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity. N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date. N/A  N/A  N/A  N/A  N/A  N/A  N/A			Coordinator II	College/Division Business
1 Preparing petty cash disbursements. 2 Ensuring petty cash disbursements are not for more than \$100. N/A N/A N/A N/A  3 Ensuring petty cash disbursements are made for only authorized purposes. N/A Approving petty cash disbursements. N/A				Operator
2 Ensuring petty cash disbursements are not for more than \$100.  N/A  Sensuring petty cash disbursements are made for only authorized purposes.  N/A  Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/				
N/A   N/A			N/A	N/A
purposes.  Approving petty cash disbursements.  Replenishing the petty cash fund timely.  Ensuring the petty cash fund is balanced after each disbursement.  N/A  N/A  N/A  N/A  N/A  N/A  LONG DISTANCE CHARGES  Manager review of long distance charges for unusual activity.  Replenishing the petty cash fund timely.  N/A  N/A  N/A  N/A  Proving petty cash disbursements.  N/A  N/A  N/A  N/A  Proving the petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A	2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4 Approving petty cash disbursements.  5 Replenishing the petty cash fund timely.  6 Ensuring the petty cash fund is balanced after each disbursement.  LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity.  N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  N/A  N/A  N/A	3	Ensuring petty cash disbursements are made for only authorized		
5 Replenishing the petty cash fund timely.  6 Ensuring the petty cash fund is balanced after each disbursement.  LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity.  N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  N/A  N/A				I .
6 Ensuring the petty cash fund is balanced after each disbursement.  LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity.  N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  N/A  N/A				
disbursement. N/A N/A  LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity. N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date. N/A			N/A	N/A
LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity.  N/A  N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  N/A  N/A				
1 Manager review of long distance charges for unusual activity.  N/A  N/A  Ensuring personal calls are reimbursed within 10 days from the billing date.  N/A			N/A	N/A
N/A  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  N/A  N/A			NT/A	
billing date. N/A				N/A
1. 8			N/A	N/A
ICONTRACT ADMINISTRATION		ACT ADMINISTRATION		
			Dr. Noel Clarke/Director	Mathew Dullin, Director, Student
administration policies/procedures.  College/Division Business  Publications				
Operator	ı l			

## H0226 Center for Student Media Baseline Standards FY2014

		Responsible Perso	on(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
	RTY MANAGEMENT		
1	Performing the annual inventory.	Publications	Dr. Noel Clarke/Director College/Division Business Operator
2	Ensuring the annual inventory was completed correctly.	Mathew Dullin, Director, Student Publications	Dr. Noel Clarke/Director College/Division Business Operator
3	Tagging equipment.	Mathew Dullin, Director, Student Publications	Dr. Noel Clarke/Director College/Division Business Operator
4	Approving requests for removal of equipment from campus.	Mathew Dullin, Director, Student Publications	Dr. Noel Clarke/Director College/Division Business Operator
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. Noel Clarke/Director College/Division Business Operator	Candy Littleton/Financial Coordinator II
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Noel Clarke/Director College/Division Business Operator	Candy Littleton/Financial Coordinator II
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Noel Clarke/Director College/Division Business Operator	Candy Littleton/Financial Coordinator II
ACCOU	INTS RECEIVABLE		
1	Extending of credit.	Mathew Dullin, Director, Student Publications	Leona Davis/Office Asst. 2
2	Billing.	Leona Davis/Office Asst. 2	Dr. Noel Clarke/Director College/Division Business Operator
3	Collection.	Leona Davis/Office Asst. 2	Dr. Noel Clarke/Director College/Division Business Operator
4	Recording.	Leona Davis/Office Asst. 2	Dr. Noel Clarke/Director College/Division Business Operator
5	Monitoring credit extended.	Leona Davis/Office Asst. 2	Dr. Noel Clarke/Director College/Division Business Operator
6	Approving write-offs.	Dr. Noel Clarke/Director College/Division Business Operator	Pat Sayles/Exec Dir Bus Serv Linda Garza/Dir Bus Serv
	TVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Dr. Noel Clarke/Director College/Division Business Operator; Candy Littleton/Financial Coordinator II	Linda Garza/Dir Bus Serv
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Sam Nguyen/Lan Adm	Mathew Dullin, Director, Student Publications
2	Ensuring that critical data back up occurs.	Sam Nguyen/Lan Adm	Mathew Dullin, Director, Student Publications
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen/Lan Adm	Mathew Dullin, Director, Student Publications
4	Reporting of suspected security violations.	All Staff	Mathew Dullin, Director, Student Publications