KAB		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
2	Updating the Baseline Standards Form.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Department Coordinators	Kim Barrow/Department Business Admin
2	Reviewing cost center verifications.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
3	Approving cost center verifications.	Department Directors	
4	Ensuring all cost centers are verified/approved on a timely basis.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
2	Ensuring the validity of travel and expense reimbursements.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
3	Ensuring that goods and services are received and that timely payment is made.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
4	Ensuring correct account coding on purchases documents.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
5	Primary contact for inquiries to expenditure transactions.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
2	Reconciling bi-weekly leave accruals to the HR System.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
4	Ensuring all monthly leave is recorded and approved in the HR System.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
6	Completing termination clearance procedures.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
8	Paycheck distribution.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
9	Maintaining departmental Personnel files.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
10	Ensuring valid authorization of new hires.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
11	Ensuring valid authorization of changes in compensation rates.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
12	Ensuring the accurate input of changes to the HR System.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
13	Propriety of leave account classification on time records.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
14	Consistent and efficient responses to inquiries.	Kim Barrow/Department Business Admin	Nancy Palomo/Asst Department Business Admin
CASH HANDLING			

KAB		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
1	Collecting cash, checks, etc.	Department Specific Authorized Cash Handler(s)	Kim Barrow/Department Business Admin
2	Reconciling cash, checks, etc. to receipts.	Department Specific Authorized Cash Handler(s)	Kim Barrow/Department Business Admin
3	Preparing deposits.	Department Specific Authorized Cash Handler(s)	Kim Barrow/Department Business Admin
4	Preparing Journal Entries.	Department Specific Authorized Cash Handler(s)	Kim Barrow/Department Business Admin
5	Verifying deposits posted correctly in the Finance System.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
6	Adequacy of physical safeguards.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
10	Updating Cash Handling Procedures as needed.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
12	Consistent and efficient responses to inquiries.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Department Specific Authorized Property Custodian	Kim Barrow/Department Business Admin
2	Ensuring the annual inventory was completed correctly.	Department Specific Authorized Property Custodian	Kim Barrow/Department Business Admin
3	Tagging equipment.	Department Specific Authorized Property Custodian	Kim Barrow/Department Business Admin
4	Approving requests for removal of equipment from campus.	Department Directors	Assoc VC/VP for Student Affairs

KAB		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	General Accounting	Kim Barrow/Department Business Admin
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSA Central IT Services	UH University IT
2	Ensuring that critical data back up occurs.	DSA Central IT Services	UH University IT
3	Ensuring that procedures such as password controls are followed.	DSA Central IT Services	UH University IT
4	Reporting of suspected security violations.	DSA Central IT Services	UH University IT
For Departments listed below			
ID	Dept Name		
H0205	VPSA		
H0206	Urban Experience Program		
H0207	UH Health Center		
H0208	UH Health Center Pharmacy		
H0215	University Career Services		
H0216	Center for Students with Disabilities		
H0220	Counseling and Psychological Services		
H0225	Campus Recreation		
H0292	Wellness		
H0698	Forensics		
			lmg 7/31/13