

University Centers  
Baseline Standards  
FY2015

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.	Linda M. Garza/Dir Bus Svcs	
2	Updating the Baseline Standards Form.	Linda M. Garza/Dir Bus Svcs	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Jacqueline Burkes/Financial Coordinator II	
2	Reviewing cost center verifications.	Linda M. Garza/Dir Bus Svcs	
3	Approving cost center verifications.	Directors/Asst/Assoc Directors/Mgrs. and Department Business Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda M. Garza/Dir Bus Svcs	Jacqueline Burkes/Financial Coordinator II
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Linda M. Garza/Dir Bus Svcs	
2	Ensuring the validity of travel and expense reimbursements.	Linda M. Garza/Dir Bus Svcs	Jacqueline Burkes/Financial Coordinator II
3	Ensuring that goods and services are received and that timely payment is made.	Chris Herrin/Fin Coord 2, Candy Littleton/Fin Coord 2, Jackie burkes/Fin Coord 2	Jacqueline Burkes/Financial Coordinator II
4	Ensuring correct account coding on purchases documents.	Linda M. Garza/Dir Bus Svcs	Jacqueline Burkes/Financial Coordinator II
5	Primary contact for inquiries to expenditure transactions.	Jacqueline Burkes/Financial Coordinator II	
<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.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator II	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Vicky Henderson/Dept. Financial Coordinator II	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
8	Maintaining departmental personnel files.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
9	Consistent and efficient responses to inquiries.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	

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11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vicky Henderson/Dept. Financial Coordinator; Jackie Burkes/Financial Coordinator	
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	James Pettijohn/ Reservationists Cathy Mahaffey/Reservationists, Linda Jauregui, and various Student Assistants	
2	Reconciling cash, checks, etc. to receipts.	T. Mohwinkel/Spv. Games Room Alicia Garcia-Valero/Coordinator Cathy Mahaffey/Reservationists, Bruce Twenhafel ADBRC Mgr. Chris Herrin/ Financial Cord. II	
3	Preparing deposits.	T. Mohwinkel/Spv. Games Room Alicia Garcia-Valero/Coordinator Cathy Mahaffey/Reservationists, Bruce Twenhafel ADBRC Mgr. Chris Herrin/ Financial Cord. II	
4	Preparing Journal Entries.	Chris Herrin/Financial Coordinator II	Vicky Henderson/Financial Coordinator II
5	Verifying deposits posted correctly in the Finance System.	Jacqueline Burkes/Financial Coordinator Iir, Dean Canfield/Office Spvr	
6	Adequacy of physical safeguards.	T. Mohwinkel/Spv. Games Room Alicia Garcia-Valero/Coordinator Cathy Mahaffey/Reservationists, Bruce Twenhafel ADBRC Mgr. Chris Herrin/ Financial Cord. II	
7	Transporting deposits to Student Financial Services.	UH Police	UH Police
8	Ensuring deposits are made timely.	Chris Herrin/Financial Coordinator II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda M. Garza/Dir Bus Svcs	Cheryl Grew-Gillen/Associate Director, UC Facil. Oper. Marcella Leung/Director CSI Jason Bergeron/Assoc Dir. CFSL and Dept Spvrs
10	Updating Cash Handling Procedures as needed.	Linda M. Garza/Dir Bus Svcs	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Linda M. Garza/Dir Bus Svcs	
12	Consistent and efficient responses to inquiries.	Jacqueline Burkes/Financial Coordinator II	Linda M. Garza/Dir Bus Svcs
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	

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<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Linda M. Garza/Dir Bus Svcs	Keith T. Kowalka/Assistant VP for Student Development Marcella W. Leung/Director CSI
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Beverly Garcia/UC Building Services Program Coordinator	Cheryl Grew-Gillen/Director, UC Facil. Oper.
2	Ensuring the annual inventory was completed correctly.	Cheryl Grew-Gillen/Director, UC Facil. Oper.	Linda M. Garza/Dir Bus Svcs
3	Tagging equipment.	Beverly Garcia/UC Building Services Program Coordinator	Cheryl Grew-Gillen/Associate Director, UC Facil. Oper.
4	Approving requests for removal of equipment from campus.	Keith T. Kowalka/Assistant VP for Student Affairs, Stu Life	Cheryl Grew-Gillen/Associate Director, UC Facil. Oper.
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Keith T. Kowalka/Assistant VP for Student Affairs, Stu Life	Linda M. Garza/Dir Bus Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Keith T. Kowalka/Assistant VP for Student Affairs, Stu Life	Linda M. Garza/Dir Bus Svcs
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for	Keith T. Kowalka/Assistant VP for Student Affairs, Stu Life	Linda M. Garza/Dir Bus Svcs
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	Linda M. Garza/Dir Bus Svcs	
3	Collection.	Linda M. Garza/Dir Bus Svcs	
4	Recording.	Linda M. Garza/Dir Bus Svcs	
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Linda M. Garza/Dir Bus Svcs	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Linda M. Garza/Dir Bus Svcs	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Sam Nguyen/Asst. Director UC Technology Support	
2	Ensuring that critical data back up occurs.	Sam Nguyen/Asst. Director UC Technology Support	
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen/Asst. Director UC Technology Support	
4	Reporting of suspected security violations.	All Staff Members	Sam Nguyen/Asst. Director UC Technology Support