

University of Houston Information Technology  
Baseline Standards Form  
FY2010

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES /</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Staff uses Survival Guide	
2	Updating the Baseline Standards Form.	Bill Spindler (IT Director)	
<b>FINANCIAL REPORTING - COST CENTER</b>			
1	Preparing cost center verifications.	Le'Che Hunter (Asst Business Administrators)	Parikh, Vishal (Financial Analyst I) Student Workers
2	Reviewing cost center verifications.	Alice Tsai (Financial Analyst 2)	
3	Approving cost center verifications.	IT Managers / School Principal & Administrator	Alice Tsai (Financial Analyst 2)
4	Ensuring all cost centers are verified/approved on a timely basis.	Alice Tsai (Financial Analyst 2)	
<b>FINANCIAL REPORTING - EXPENDITURE</b>			
1	Ensuring valid authorization of purchase documents.	Sonia Morales (Asst Business Administrator)	Le'Che Hunter (Asst Business Administrator)
2	Ensuring the validity of travel and expense reimbursements.	Rowena Castro (Asst Business Administrator)	Le'Che Hunter (Asst Business Adminsitrator)
3	Ensuring that goods and services are received and that timely payment is made.	Arlisha Bogan (Business Asst 2) Yolanda Dixon (Business Asst 1) Sonia Morales (Asst Business Administrator)	
4	Ensuring correct account coding on purchases documents.	Le'Che Hunter (Asst Business Administrator) Alice Tsai (Financial Analyst 2)	
5	Primary contact for inquiries to expenditure transactions.	Arlisha Bogan (Business Asst 2) Yolanda Dixon (Business Asst 1) Rick Jarrell (School Administrator)	Sonia Morales (Asst Business Administrator)
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling leave records to time and effort reports.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
2	Reconciling leave accruals to the payroll system.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
3	Ensuring all time and effort reports are submitted to Payroll.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
4	Reconciling time and effort reports to check registers.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
5	Completing termination clearance procedures.	Alicia Khalaf (Business Asst 2) Rick Jarrell (School Administrator)	Tammy Talley (Business Asst 2)
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Alicia Khalaf (Business Asst 2)	Rowena Castro (Asst Business Administrator)
7	Paycheck distribution.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2) Nydia Wimberly (Secretary)
8	Maintaining departmental Personnel files	Alicia Khalaf (Business Asst 2) Rick Jarrell (School Administrator)	Tammy Talley (Business Asst 2)
9	Ensuring valid authorization of new hires.	Rowena Castro (Asst Business Administrator)	
10	Ensuring valid authorization of changes in compensation rates.	Rowena Castro (Asst Business Administrator)	
11	Ensuring the accurate input of changes to the payroll system.	Rowena Castro (Asst Business Administrator)	
12	Propriety of leave account classification on time records.	Alicia Khalaf (Business Asst 2)	Rowena Castro (Asst Business Administrator)
13	Consistent and efficient responses to inquiries.	Rowena Castro (Asst Business Administrator) Rick Jarrell (School Administrator)	
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Amy Ma / Bill Stewart (Service Desk Staff) / Arlisha Bogan (Business Assistant 2) Rick Jarrell (School Administrator)	Nydia Wimberly (Secretary)
2	Reconciling cash, checks, etc. to receipts.	Amy Ma / Bill Stewart (Service Desk Staff) / Arlisha Bogan (Business Assistant 2) Rick Jarrell (School Administrator)	Arlisha Bogan (Business Assistant 2)
3	Preparing deposits.	Amy Ma / Bill Stewart (Service Desk Staff) / Arlisha Bogan (Business Assistant 2) Rick Jarrell (School Administrator)	Le'Che Hunter (Asst Business Administrators) Nydia Wimberly (Secretary)

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4	Preparing Journal Entries.	Amy Ma / Bill Stewart (Service Desk Staff) / Arlisha Bogan (Business Assistant 2) Rick Jarrell (School Administrator)	Le'Che Hunter (Asst Business Administrator)
5	Verifying deposits to the financial system.	Le'Che Hunter (Asst Business Administrator)	Arlisha Bogan (Business Assistant 2)
6	Adequacy of physical safeguards.	Amy Ma/Bill Stewart (Service Desk Staff) / Alice Tsai (Financial Analyst 2)	Le'Che Hunter (Asst Business Administrators)
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Amy Ma / Bill Stewart (Service Desk Staff) / Arlisha Bogan (Business Assistant 2) Rick Jarrell (School Administrator)	Le'Che Hunter (Asst Business Administrators)
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Le'Che Hunter (Asst Business Administrators)	
10	Consistent and efficient responses to inquiries.	Amy Ma / Bill Stewart (Service Desk Staff) / Arlisha Bogan (Business Assistant 2) Rick Jarrell (School Administrator)	Le'Che Hunter (Asst Business Administrators)
<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	
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees long distance and cell phone charge reports.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
2	Ensuring employees review their long distance and/or cell phone charge reports.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Alicia Khalaf (Business Asst 2)	Tammy Talley (Business Asst 2)
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Bill Spindler (IT Director)	Sonia Morales (Asst Business Administrator)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	IT Custodians and Managers	Le'Che Hunter (Asst Business Administrators)
2	Ensuring the annual inventory was completed correctly.	IT Custodians and Managers	Le'Che Hunter (Asst Business Administrators)
3	Tagging equipment.	IT Custodians & Designees	
4	Approving requests for removal of equipment from campus.	IT Custodians	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Alicia Khalaf (Business Asst 2)	Rowena Castro (Asst Dept Business Admin)
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Alicia Khalaf (Business Asst 2)	Rowena Castro (Asst Dept Business Admin)
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Alicia Khalaf (Business Asst 2)	Rowena Castro (Asst Dept Business Admin)
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	
2	Billing.	Bill Spindler (IT Director)	Arlisha Bogan (Business Asst 2)
3	Collection.	Arlisha Bogan (Business Asst 2)	
4	Recording.	Arlisha Bogan (Business Asst 2)	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	George Creighton (Mgr Telecom Network Ops) James Bradley (Interim Executive Director)	Bill Spindler (IT Director)

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<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups have positive fund equity at year-end.	Le'Che Hunter (Asst Business Administrator)	Alice Tsai (Financial Analyst 2)
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.	IT Managers	
2	Ensuring that critical data back up occurs.	IT Staff (for their desktops)	
3	Ensuring that procedures such as password controls are followed.	IT Technical Administrators	
4	Reporting of suspected security violations.	IT Staff	