

Printing and Postal Services
Baseline Standards FY2010

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.	Sally J. Rowland-Ketley, Director	Rosa B Garcia, Fin. Coord 2
2	Updating the Baseline Standards Form.	Sally J. Rowland-Ketley, Director	Rosa B Garcia, Fin. Coord 2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
2	Reviewing cost center verifications.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
3	Approving cost center verifications.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
2	Ensuring the validity of travel and expense reimbursements.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
3	Ensuring that goods and services are received and that timely payment is made.	Nalan Giannukos, Print Mgr. Robert Poole, Postal Mgr.	Rosa B Garcia, Fin. Coord 2
4	Ensuring correct account coding on purchases documents.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
5	Primary contact for inquiries to expenditure transactions.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
2	Reconciling leave accruals to the payroll system.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
3	Ensuring all time and effort reports are submitted to Payroll.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
4	Reconciling time and effort reports to check registers.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
5	Completing termination clearance procedures.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
7	Paycheck distribution.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
8	Maintaining departmental Personnel files	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
9	Ensuring valid authorization of new hires.	Sally J. Rowland-Ketley, Director	Rosa B Garcia, Fin. Coord 2
10	Ensuring valid authorization of changes in compensation rates.	Sally J. Rowland-Ketley, Director	Rosa B Garcia, Fin. Coord 2
11	Ensuring the accurate input of changes to the payroll system.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
12	Propriety of leave account classification on time records.	Rosa B Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst. 1
13	Consistent and efficient responses to inquiries.	Rosa B Garcia, Fin. Coord 2	Martha Noriega, Fin. Asst. 1
CASH HANDLING			
1	Collecting cash, checks, etc.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
2	Reconciling cash, checks, etc. to receipts.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2

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3	Preparing deposits.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
4	Preparing Journal Entries.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
5	Verifying deposits to the financial system.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
6	Adequacy of physical safeguards.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
7	Transporting deposits to Student Financial Services.	UH Police Officer	N/A
8	Ensuring deposits are made timely.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
10	Updating Cash Handling Procedures as needed.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
11	Consistent and efficient responses to inquiries.	Sally J. Rowland-Ketley, Director	Rosa B Garcia, Fin. Coord 2
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 / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
2	Ensuring employees review their long distance and/or cell phone charge reports.	Martha Noriega, Fin. Asst. 1	Rosa B Garcia, Fin. Coord 2
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sally J. Rowland-Ketley, Director	Rosa B Garcia, Fin. Coord 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nalan Giannukos, Print Mgr. Robert Poole, Postal Mgr.	Tommy Craft, Asst. Print Mgr. Gabriel Hernandez, Lead Postal
2	Ensuring the annual inventory was completed correctly.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
3	Tagging equipment.	Nalan Giannukos, Print Mgr. Robert Poole, Postal Mgr.	Tommy Craft, Asst. Print Mgr. Gabriel Hernandez, Lead Postal
4	Approving requests for removal of equipment from campus.	Sally J. Rowland-Ketley, Director	N/A
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Rosa B Garcia, Fin. Coord 2	Sally J. Rowland-Ketley, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nalan Giannukos, Print Mgr.	IT Personnel
2	Ensuring that critical data back up occurs.	Sally J. Rowland-Ketley, Director	Nalan Giannukos, Print Mgr.
3	Ensuring that procedures such as password controls are followed.	Nalan Giannukos, Print Mgr.	IT Personnel
4	Reporting of suspected security violations.	Nalan Giannukos, Print Mgr.	IT Personnel
	Prepared by _____	7/27/2009	
	Rosa B Garcia, Financial Coordinator II	Date	
	Approved by _____	7/27/2009	
	Sally J. Rowland- Ketly, Director of Printing and Postal	Date	