

Anthropology
FY13 Baseline Standards

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.	DBA- LYNN SMITH	
2	Updating the Baseline Standards Form.	DBA- LYNN SMITH	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	FIN ASST 2 - NEBORA GRAYS	
2	Reviewing cost center verifications.	DBA- LYNN SMITH	
3	Approving cost center verifications.	CBA - ANDREA SHORT	
4	Ensuring all cost centers are verified/approved on a timely basis.	CBA - ANDREA SHORT	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	FIN ASST 2 - NEBORA GRAYS	DBA- LYNN SMITH
2	Ensuring the validity of travel and expense reimbursements.	FIN ASST 2 - NEBORA GRAYS	DBA- LYNN SMITH
3	Ensuring that goods and services are received and that timely payment is made.	FIN ASST 2 - NEBORA GRAYS	DBA- LYNN SMITH
4	Ensuring correct account coding on purchases documents.	FIN ASST 2 - NEBORA GRAYS	DBA- LYNN SMITH
5	Primary contact for inquiries to expenditure transactions.	FIN ASST 2 - NEBORA GRAYS	DBA- LYNN SMITH
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	DBA- LYNN SMITH	
2	Reconciling bi-weekly leave accruals to the HR System.	DBA- LYNN SMITH	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	DBA- LYNN SMITH	
4	Ensuring all monthly leave is recorded and approved in the HR System.	DBA- LYNN SMITH	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	DBA- LYNN SMITH	
6	Completing termination clearance procedures.	DBA- LYNN SMITH	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	DBA- LYNN SMITH	
8	Paycheck distribution.	OFFICE ASST - DEIDRE TUBBS	DBA- LYNN SMITH
9	Maintaining departmental Personnel files.	DBA- LYNN SMITH	
10	Ensuring valid authorization of new hires.	DBA- LYNN SMITH	
11	Ensuring valid authorization of changes in compensation rates.	DBA- LYNN SMITH	
12	Ensuring the accurate input of changes to the HR System.	DBA- LYNN SMITH	
13	Propriety of leave account classification on time records.	DBA- LYNN SMITH	
14	Consistent and efficient responses to inquiries.	DBA- LYNN SMITH	
CASH HANDLING			

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1 Collecting cash, checks, etc.	FIN ASST 2 - NEBORA GRAYS	
2 Reconciling cash, checks, etc. to receipts.	FIN ASST 2 - NEBORA GRAYS	
3 Preparing deposits.	FIN ASST 2 - NEBORA GRAYS	
4 Preparing Journal Entries.	FIN ASST 2 - NEBORA GRAYS	
5 Verifying deposits posted correctly in the Finance System.	DBA- LYNN SMITH	
6 Adequacy of physical safeguards.	DBA- LYNN SMITH	
7 Transporting deposits to Student Financial Services.	UH POLICE DEPARTMENT	
8 Ensuring deposits are made timely.	FIN ASST 2 - NEBORA GRAYS	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	DBA- LYNN SMITH	
10 Updating Cash Handling Procedures as needed.	DBA- LYNN SMITH	
11 Distribution of Cash Handling Procedures to employees who handle cash.	DBA- LYNN SMITH	
12 Consistent and efficient responses to inquiries.	FIN ASST 2 - NEBORA GRAYS	DBA- LYNN SMITH
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.	DBA- LYNN SMITH	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	DBA- LYNN SMITH	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	DBA- LYNN SMITH	
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	OFFICE ASST - DEIDRE TUBBS	DBA- LYNN SMITH
2 Ensuring the annual inventory was completed correctly.	DBA- LYNN SMITH	
3 Tagging equipment.	OFFICE ASST - DEIDRE TUBBS	DBA- LYNN SMITH
4 Approving requests for removal of equipment from campus.	DBA- LYNN SMITH	
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	DBA- LYNN SMITH	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	DBA- LYNN SMITH	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	DBA- LYNN SMITH	
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.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	DBA- LYNN SMITH	
2	Ensuring that research expenditures are covered by funds from sponsors.	DBA- LYNN SMITH	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	RANDOLPH WIDMER	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	DBA- LYNN SMITH	