

Modern and Classical Languages  
Baseline Standards  
FY 2013

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

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1 Collecting cash, checks, etc.	Adrienne Campbell(Office Coordinator)	Debra Frazier(Academic Advisor)
2 Reconciling cash, checks, etc. to receipts.	Adrienne Campbell(Office Coordinator)	
3 Preparing deposits.	Adrienne Campbell(Office Coordinator)	
4 Preparing Journal Entries.	Adrienne Campbell(Office Coordinator)	
5 Verifying deposits posted correctly in the Finance System.	Adrienne Campbell(Office Coordinator)	Devianee Vasanje(DBA)
6 Adequacy of physical safeguards.	Adrienne Campbell(Office Coordinator)	
7 Transporting deposits to Student Financial Services.	UH Police	
8 Ensuring deposits are made timely.	Devianee Vasanje(DBA)	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Devianee Vasanje(DBA)	
10 Updating Cash Handling Procedures as needed.	Devianee Vasanje(DBA)	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Devianee Vasanje(DBA)	
12 Consistent and efficient responses to inquiries.	Devianee Vasanje(DBA)	
<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 CHARGES</b>		
1 Manager review of long distance charges for unusual activity.	Devianee Vasanje(DBA)	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Adrienne Campbell(Office Coordinator)	Devianee Vasanje(DBA)
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Devianee Vasanje(DBA)	
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Adrienne Campbell(Office Coordinator)	
2 Ensuring the annual inventory was completed correctly.	Devianee Vasanje(DBA)	
3 Tagging equipment.	Adrienne Campbell(Office Coordinator)	
4 Approving requests for removal of equipment from campus.	Devianee Vasanje(DBA)	
<b>DISCLOSURE FORMS</b>		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Devianee Vasanjee(DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Devianee Vasanjee(DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Devianee Vasanjee(DBA)	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Devianee Vasanjee(DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Devianee Vasanjee(DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston	
2	Ensuring that critical data back up occurs.	Frank Houston	
3	Ensuring that procedures such as password controls are followed.	Frank Houston	
4	Reporting of suspected security violations.	Devianee Vasanjee(DBA)	