Modern and Classical Languages Baseline Standards FY2014

Description of Responsibility Description Description Deviance Vasanjec(DBA) Deviance Vasanjec(DBA) Deviance Vasanjec(DBA)			Responsible Pe	rson(s) (Name/Title)
STANDARDS Contract Contracting the Departmental Policy and Procedures manual is current.	Descrip	tion of Responsibility		
Insuring the Departmental Policy and Procedures manual is current.				
current. Deviance Vasanjee(DBA)			Daviana Vasanias(DRA)	
Preparing cost center verifications. Devianee Vasanjee(DBA)	1	current.	Deviance vasanjee(DBA)	
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	13	Propriety of leave account classification on time records.	Devianee Vasanjee(DBA)	
	14	Consistent and efficient responses to inquiries.	Devianee Vasanjee(DBA)	

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			on(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	vacant	Debra Frazier(Academic Advisor)
2	Reconciling cash, checks, etc. to receipts.	vacant	
3	Preparing deposits.	vacant	
4	Preparing Journal Entries.	vacant	
5	Verifying deposits posted correctly in the Finance System.	vacant	Devianee Vasanjee(DBA)
6	Adequacy of physical safeguards.	vacant	, , ,
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Devianee Vasanjee(DBA)	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Devianee Vasanjee(DBA)	
10	Updating Cash Handling Procedures as needed.	Devianee Vasanjee(DBA)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Devianee Vasanjee(DBA)	
12	Consistent and efficient responses to inquiries.	Devianee Vasanjee(DBA)	
PETTY	CASH		
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	
LONG I	DISTANCE / CELL PHONE CHARGES		
1	Forwarding employees their long distance and cell phone charge reports for verification.	vacant	
2	Ensuring employees review their long distance and/or cell phone charge reports.	vacant	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	vacant	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Devianee Vasanjee(DBA)	
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	vacant	
2	Ensuring the annual inventory was completed correctly.	Devianee Vasanjee(DBA)	
3	Tagging equipment.	vacant	
4	Approving requests for removal of equipment from campus.	Devianee Vasanjee(DBA)	
		<u> </u>	

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	ntion of Responsibility OSURE FORMS	Primary (Required)	Secondary (Optional)
	OSURE FORMS		occondary (Optionar)
1			
		D : W : (DDA)	<u> </u>
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	Davienas Vesenias (DPA)	
2	complete the Consulting disclosure statement online.	Deviance vasanjee(DBA)	
3	Ensuring that all Principal and Co-Principal Investigators	Devianee Vasanjee(DBA)	
3	complete the annual Conflict of Interest disclosure statement for	Deviance vasanjee(DD/1)	
	the Division of Research.		
ACCOU	JNTS 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	
NEGAT	TIVE 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)	
DEPAR	TMENTAL 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)	

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