## Undergraduate Programs H0454 Baseline Standards FY2013

DEPARTMENTAL POLICES & PROCEDURES / BASELINE SYANDARDS  1 Ensuring the Departmental Policy and Procedures manual is current.  2 Updating the Baseline Standards Form.  3 Maura Capper, Director Provost Business Office  4 Ensuring all cost center verifications.  4 Ensuring all cost centers are verified/approved on a timely bases.  5 Ensuring all cost centers are verified/approved on a timely base.  6 Ensuring the validity of travel and expense reimbursements.  6 Ensuring that goods and services are received and that timely payment is made.  7 Financy cornect account coding on purchases documents.  8 Ensuring cornect account coding on purchases documents.  9 Financy contact for inquiries to expenditure transactions.  1 Primary contact for inquiries to expenditure transactions.  2 Ensuring all bi-weekly leave requests to time and effort reports.  3 Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all monthly leave is recorded and approved in the IR Ensuring all				on(s) (Name/Title)
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Admin. Business Office	14	Consistent and efficient responses to inquiries.	Paul Roch, Dept. Business	Maura Capper, Director Provost
	CASH	HANDLING		

## Undergraduate Programs H0454 Baseline Standards FY2013

ъ .		Responsible Perso	
Descrij 1	ption of Responsibility  Collecting cash, checks, etc.	Primary (Required) NA	Secondary (Optional)
1	Conecting cash, checks, etc.	IVA	
2	Reconciling cash, checks, etc. to receipts.	NA	
3	Preparing deposits.	NA	
4	Preparing Journal Entries.	NA	
5	Verifying deposits posted correctly in the Finance System.	NA	
6	Adequacy of physical safeguards.	NA	
7	Transporting deposits to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	NA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	
10	Updating Cash Handling Procedures as needed.	NA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	NA	
12	Consistent and efficient responses to inquiries.	NA	
	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 / CELL PHONE CHARGES		
1	Manager review of long distance charges for unusual activity.	Maura Capper, Director Provost	
3	Ensuring personal calls are reimbursed within 10 days from the	Business Office Maura Capper, Director Provost	
CONTI	billing date. RACT ADMINISTRATION	Business Office	
1	Ensuring departmental personnel comply with contract	Paul Roch, Dept. Business	Maura Capper, Director Provost
PROPE	administration policies/procedures. ERTY MANAGEMENT	Admin.	Business Office
	In contract to the second	D 11: W 1 5 6	
1	Performing the annual inventory.	Debbie Harrelson, Exec. Secretary	
2	Ensuring the annual inventory was completed correctly.	Debbie Harrelson, Exec. Secretary	Paul Roch, Dept. Business Admin.
3	Tagging equipment.	Debbie Harrelson, Exec. Secretary	
4	Approving requests for removal of equipment from campus.	NA	
DISCL	OSURE FORMS		

## Undergraduate Programs H0454 Baseline Standards FY2013

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Maura Capper, Director Provost	
	annual Related Party disclosure statement online.	Business Office	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Maura Capper, Director Provost	
	complete the Consulting disclosure statement online.	Business Office	
3	Ensuring that all Principal and Co-Principal Investigators	Maura Capper, Director Provost	
	complete the annual Conflict of Interest disclosure statement for	Business Office	
	the Division of Research.		
ACCOU	UNTS RECEIVABLE		
1	Extending of credit.	NA	
1	Extending of credit.	IVA	
2	Billing.	NA	
3	Collection.	NA	
	D. II	27.4	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGAT	L TIVE BALANCES		
NLOA	TIVE DALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Paul Roch, Dept. Business	Maura Capper, Director Provost
	fund equity at year-end.	Admin.	Business Office
2	Ensuring that research expenditures are covered by funds from	Paul Roch, Dept. Business	Maura Capper, Director Provost
	sponsors.	Admin.	Business Office
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology		
	resources.	UH IT Exec. Support	UH IT Help Desk
2	Ensuring that critical data back up occurs.		
		UH IT Exec. Support	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.		
		UH IT Exec. Support	UH IT Help Desk