

**Auxiliary Services
(H0171, H0174, H0230)
Baseline Standards
FY 2013**

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Deborah A. Davis/Assistant Director, Auxiliary Services_Tina Newhauser/Cullen Performance Hall ,Manager	Tramaine Johnson /Financial Coordinator2, Auxiliary Services
2	Updating the Baseline Standards Form.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services	Jennie De Los Reyes, Asst Bus Admin, Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Diane Sylvester/Financial Coordinator 2, Business Services	Jennie De Los Reyes, Asst Bus Admin, Business Services_Linda Garza, Dir. Div. Bus. Ops.
2	Reviewing cost center verifications.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Diane Sylvester/Financial Coordinator 2, Business Services_Jennie De Los Reyes, Asst Bus Admin, Business Services	Deborah A. Davis/Assistant Director, Auxiliary Services_Linda Garza, Dir. Div. Bus. Ops
3	Approving cost center verifications.	Esmeralda Valdez/Executive Director, Auxiliary Services	Deborah A. Davis/Assistant Director, Auxiliary Services
4	Ensuring all cost centers are verified/approved on a timely basis.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services	Deborah A. Davis/Assistant Director, Auxiliary Services
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Terry Hayes/Office Assistant 2, Cullen Performance	Diane Sylvester/Financial Coordinator 2, Business Services_Tina Newhauser/Cullen Performance Hall ,Manager
2	Ensuring the validity of travel and expense reimbursements.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Terry Hayes/Office Assistant 2, Cullen Performance	Diane Sylvester/Financial Coordinator 2, Business Services
3	Ensuring that goods and services are received and that timely payment is made.	Elaine Hampton/Customer Service Supervisor_Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Terry Hayes/Office Assistant 2, Cullen Performance	Rosario Guajardo/Customer Service Supervisor_Jennie De Los Reyes, Asst Bus Admin, Business Services
4	Ensuring correct account coding on purchases documents.	Elaine Hampton/Customer Service Supervisor_Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Terry Hayes/Office Assistant 2, Cullen Performance	Jennie De Los Reyes, Asst Bus. Admin, Business Services
5	Primary contact for inquiries to expenditure transactions.	Elaine Hampton/Customer Service Supervisor_Tramaine Johnson /Financial Coordinator2, Auxiliary Services_Terry Hayes/Office Assistant 2, Cullen Performance	Jennie De Los Reyes, Asst Bus. Admin, Business Services
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Nancy Palomo/ Asst Bus Admin, Business Services	Linda Garza, Dir. Div. Business Operations
2	Reconciling bi-weekly leave accruals to the HR System.	Nancy Palomo/ Asst Bus Admin, Business Services	Linda Garza, Dir. Div. Business Operations
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Nancy Palomo/ Asst Bus Admin, Business Services	Diane Sylvester/Financial Coordinator 2, Business Services
4	Ensuring all monthly leave is recorded and approved in the HR System.	Nancy Palomo/ Asst Bus Admin, Business Services	Linda Garza, Dir. Div. Business Operations
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nancy Palomo/ Asst Bus Admin, Business Services	Diane Sylvester/Financial Coordinator 2, Business Services
6	Completing termination clearance procedures.	Nancy Palomo/ Asst Bus Admin, Business Services	Diane Sylvester/Financial Coordinator 2, Business Services

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7	Ensuring terminated employees are no longer charged to departmental cost centers.	Tramaine Johnson /Financial Coordinator2, Auxiliary Services; Diane Sylvester/Financial Coordinator 2, Business Services	Nancy Palomo, Asst Business Administrator
8	Paycheck distribution.	Treasury	N/A
9	Maintaining departmental Personnel files.	Nancy Palomo/ Asst Bus Admin, Business Services	Diane Sylvester/Financial Coordinator 2, Business Services
10	Ensuring valid authorization of new hires.	Nancy Palomo/ Asst Bus Admin, Business Services	Linda Garza, Dir. Div. Business Operations
11	Ensuring valid authorization of changes in compensation rates.	Nancy Palomo/ Asst Bus Admin, Business Services	Linda Garza, Dir. Div. Business Operations
12	Ensuring the accurate input of changes to the HR System.	Nancy Palomo/ Asst Bus Admin, Business Services	Linda Garza, Dir. Div. Business Operations
13	Propriety of leave account classification on time records.	Nancy Palomo/ Asst Bus Admin, Business Services	Diane Sylvester/Financial Coordinator 2, Business Services
14	Consistent and efficient responses to inquiries.	Nancy Palomo/ Asst Bus Admin, Business Services	Diane Sylvester/Financial Coordinator 2, Business Services
CASH HANDLING			
1	Collecting cash, checks, etc.	Tramaine Johnson/Financial Coord 2,Auxiliary Services_Terry Hayes/Office Assistant 2,Cullen Performance Hall _Marcus Stewart/Customer Service Representative 2	Diane Sylvester/Financial Coordinator 2, Business Services_ Elaine Hampton/Customer Service Supervisor
2	Reconciling cash, checks, etc. to receipts.	Tramaine Johnson/Financial Coord 2,Auxiliary Services_Terry Hayes/Office Assistant 2,Cullen Performance Hall _Marcus Stewart/Customer Service Representative 2	Diane Sylvester/Financial Coordinator 2, Business Services Elaine Hampton/Customer Service Supervisor
3	Preparing deposits.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Terry Hayes/Office Assistant, Cullen Performance Hall	Diane Sylvester/Financial Coordinator 2, Business Services
4	Preparing Journal Entries.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Terry Hayes/Office Assistant, Cullen Performance Hall	Diane Sylvester/Financial Coordinator 2, Business Services
5	Verifying deposits posted correctly in the Finance System.	Diane Sylvester/Financial Coordinator 2, Business Services	Jennie De Los Reyes, Asst Business Administrator; Linda Garza, Dir. Div. Bus. Ops.
6	Adequacy of physical safeguards.	All Staff	
7	Transporting deposits to Student Financial Services.	UH Department of Public Safety	N/A
8	Ensuring deposits are made timely.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Terry Hayes/Office Assistant, Cullen Performance Hall	Diane Sylvester/Financial Coordinator 2, Business Services
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Jennie De Los Reyes, Asst Bus Admin, Business Services	Deborah A. Davis/Assistant Director, Auxiliary Services_Tina Newhauser/Cullen Performance Hall ,Manager
10	Updating Cash Handling Procedures as needed.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Jennie De Los Reyes, Asst Bus Admin, Business Services
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Jennie De Los Reyes, Asst Bus Admin, Business Services
12	Consistent and efficient responses to inquiries.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Diane Sylvester/Financial Coordinator 2, Business Services
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

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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 CHARGES			
1	Manager review of long distance charges for unusual activity.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Diane Sylvester/Financial Coordinator 2, Business Services
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Diane Sylvester/Financial Coordinator 2, Business Services
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Luisa Gallegos, Financial Coordinator 2, Business Services
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Elaine Hampton/Customer Service Supervisor, Cougar Card_Dan Olivarez/User Services Specialist	Tramaine Johnson/Financial Coord 2, Auxiliary Services
2	Ensuring the annual inventory was completed correctly.	Deborah A. Davis/Assistant Director, Auxiliary Services	Dan Olivarez, User Services Specialist 2_Esmeralda Valdez/Exec Dir, Aux Svcs
3	Tagging equipment.	Elaine Hampton/Customer Service Supervisor, Cougar Card_Dan Olivarez/User Services Specialist	Tramaine Johnson/Financial Coord 2, Auxiliary Services
4	Approving requests for removal of equipment from campus.	Deborah A. Davis/Assistant Director, Auxiliary Services	Esmeralda Valdez/Executive Director, Auxiliary Services
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Jennie De Los Reyes, Asst Bus Administrator, Business Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Jennie De Los Reyes, Asst Bus Administrator, Business Services
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Terry Hayes/Office Assistant, Cullen Performance Hall	Diane Sylvester/Financial Coordinator 2, Business Services
3	Collection.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Terry Hayes/Office Assistant, Cullen Performance Hall	Diane Sylvester/Financial Coordinator 2, Business Services
4	Recording.	Tramaine Johnson/Financial Coord 2, Auxiliary Services_Terry Hayes/Office Assistant, Cullen Performance Hall	Diane Sylvester/Financial Coordinator 2, Business Services
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Esmeralda Valdez/Executive Director, Auxiliary Services	Deborah Davis, Asst Dir, Auxiliary Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tramaine Johnson/Financial Coord 2, Auxiliary Services	Jennie De Los Reyes, Asst Bus Administrator, Business Services; Linda Garza, Dir. Div. Bus. Ops.
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			

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		Primary (Required)	Secondary (Optional)
1	Management of the departments' information technology resources.	Joseph Davis/Microsystems Analysts 2 _ Michael Terry/Applications Developer 4_ Dan Olivarez/User Services Specialist	IT Personnel
2	Ensuring that critical data back up occurs.	Joseph Davis/Microsystems Analysts 2 _ Michael Terry/Applications Developer 4_ Dan Olivarez/User Services Specialist	IT Personnel
3	Ensuring that procedures such as password controls are followed.	Joseph Davis/Microsystems Analysts 2 _ Michael Terry/Applications Developer 4_ Dan Olivarez/User Services Specialist	IT Personnel
4	Reporting of suspected security violations.	All Staff	N/A