

**Administration Finance Division  
Business Services  
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.	Linda Garza, Dir. Div. Business Oper.	Jennie De Los Reyes, Asst. Bus. Admin.
2	Updating the Baseline Standards Form.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Diane Sylvester, Fin. Coord. 2; Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
2	Reviewing cost center verifications.	Diane Sylvester, Fin. Coord. 2; Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
3	Approving cost center verifications.	Pat Sayles, Exec. Dir. Div. Business Oper.	Linda Garza, Dir. Div. Business Oper.
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda Garza, Dir. Div. Business Oper.	Pat Sayles, Exec. Dir. Div. Business Oper.
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Diane Sylvester, Fin. Coord. 2; Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
2	Ensuring the validity of travel and expense reimbursements.	Diane Sylvester, Fin. Coord. 2; Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
3	Ensuring that goods and services are received and that timely payment is made.	Diane Sylvester, Fin. Coord. 2; Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
4	Ensuring correct account coding on purchases documents.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
5	Primary contact for inquiries to expenditure transactions.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
2	Reconciling bi-weekly leave accruals to the HR System.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Nancy Palomo, Asst. Bus. Admin.	Diane Sylvester, Financial Coordinator 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
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.	Diane Sylvester, Financial Coordinator 2
6	Completing termination clearance procedures.	Nancy Palomo, Asst. Bus. Admin.	Diane Sylvester, Financial Coordinator 2
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Diane Sylvester, Fin. Coord. 2; Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
8	Paycheck distribution.	Treasury	N/A
9	Maintaining departmental Personnel files.	Nancy Palomo, Asst. Bus. Admin.	Diane Sylvester, Financial Coordinator 2
10	Ensuring valid authorization of new hires.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.

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11	Ensuring valid authorization of changes in compensation rates.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
12	Ensuring the accurate input of changes to the HR System.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
13	Propriety of leave account classification on time records.	Nancy Palomo, Asst. Bus. Admin.	Diane Sylvester, Financial Coordinator 2
14	Consistent and efficient responses to inquiries.	Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Diane Sylvester, Financial Coordinator 2	Tramaine Johnson, Financial Coordinator 2; Nancy Palomo, Asst Bus Admin; Jennie De Los Reyes, Asst Bus Admin
2	Reconciling cash, checks, etc. to receipts.	Diane Sylvester, Financial Coordinator 2; Tramaine Johnson, Financial Coordinator 2; Nancy Palomo, Asst Bus Admin; Jennie De Los Reyes, Asst Bus Admin	Linda Garza, Dir. Div. Business Oper.
3	Preparing deposits.	Diane Sylvester, Financial Coordinator 2	Tramaine Johnson, Financial Coordinator 2; Jennie De Los Reyes, Asst Bus Admin
4	Preparing Journal Entries.	Diane Sylvester, Financial Coordinator 2	Tramaine Johnson, Financial Coordinator 2; Nancy Palomo, Asst Bus Admin; Jennie De Los Reyes, Asst Bus Admin
5	Verifying deposits posted correctly in the Finance System.	Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
6	Adequacy of physical safeguards.	ALL	ALL
7	Transporting deposits to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	Diane Sylvester, Financial Coordinator 2	Tramaine Johnson, Financial Coordinator 2; Nancy Palomo, Asst Bus Admin; Jennie De Los Reyes, Asst Bus Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
10	Updating Cash Handling Procedures as needed.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
12	Consistent and efficient responses to inquiries.	Diane Sylvester, Financial Coordinator 2	Jennie De Los Reyes, Asst. Bus. Admin.
<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>			

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1 Manager review of long distance charges for unusual activity.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Diane Sylvester, Financial Coordinator 2	Jennie De Los Reyes, Asst. Bus. Admin.
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Luisa Gallegos, Administrative Coordinator	Linda Garza, Dir. Div. Business Oper.
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Dan Olivarez, User Specialist 2	Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.
2 Ensuring the annual inventory was completed correctly.	Dan Olivarez, User Specialist 2	Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.
3 Tagging equipment.	Dan Olivarez, User Specialist 2	Jennie De Los Reyes, Asst. Bus. Admin.; Nancy Palomo, Asst. Bus. Admin.
4 Approving requests for removal of equipment from campus.	Linda Garza, Dir. Div. Business Oper.	Pat Sayles, Exec. Dir. Div. Business Oper.
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE		
1 Extending of credit.	N/A	
2 Billing.	N/A	
3 Collection.	Jennie De Los Reyes, Asst. Bus. Admin.; Tramaine Johnson, Fin. Coord. 2	Linda Garza, Dir. Div. Business Oper.
4 Recording.	Jennie De Los Reyes, Asst. Bus. Admin.; Tramaine Johnson, Fin. Coord. 2	Diane Sylvester, Financial Coordinator 2
5 Monitoring credit extended.	N/A	
6 Approving write-offs.	Linda Garza, Dir. Div. Business Oper.	Pat Sayles, Exec. Dir. Div. Business Oper.
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jennie De Los Reyes, Asst. Bus. Admin.	Linda Garza, Dir. Div. Business Oper.
2 Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Dan Olivarez, User Specialist 2	UIT
2 Ensuring that critical data back up occurs.	Dan Olivarez, User Specialist 2	UIT
3 Ensuring that procedures such as password controls are followed.	Dan Olivarez, User Specialist 2	UIT

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<b>4</b>	Reporting of suspected security violations.	ALL	ALL