

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

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1	Collecting cash, checks, etc.	Ericka Vasquez, Fin. Asst. 1	Mylien Triet, Fin. Asst. 1
2	Reconciling cash, checks, etc. to receipts.	Ericka Vasquez, Fin. Asst. 1	Mylien Triet, Fin. Asst. 1
3	Preparing deposits.	Ericka Vasquez, Fin. Asst. 1	Mylien Triet, Fin. Asst. 1
4	Preparing Journal Entries.	Zewuze Ladzekpo, Fin. Coord. 1	Mylien Triet, Fin. Asst. 1
5	Verifying deposits posted correctly in the Finance System.	Zewuze Ladzekpo, Fin. Coord. 1	Business Office
6	Adequacy of physical safeguards.	Robert Browand, Director	Paul Lozano, Asst. Director
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Zewuze Ladzekpo, Fin. Coord. 1	Ericka Vasquez, Fin. Asst. 1
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Robert Browand, Director	Paul Lozano, Asst. Director
10	Updating Cash Handling Procedures as needed.	Robert Browand, Director	Ericka Vasquez, Fin. Asst. 1
11	Distribution of Cash Handling Procedures to employees who handle cash.	Robert Browand, Director	Ericka Vasquez, Fin. Asst. 1
12	Consistent and efficient responses to inquiries.	Robert Browand, Director	Paul Lozano, Asst. Director
<b>PETTY CASH</b>			
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	
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	Zewuze Ladzekpo, Fin. Coord. 1	Robert Browand, Director
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Zewuze Ladzekpo, Fin. Coord. 1	Robert Browand, Director
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Zewuze Ladzekpo, Fin. Coord. 1	Mylien Triet, Fin. Asst. 1
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Zewuze Ladzekpo, Fin. Coord. 1	Paul Lozano, Asst. Director
2	Ensuring the annual inventory was completed correctly.	Zewuze Ladzekpo, Fin. Coord. 1	Paul Lozano, Asst. Director
3	Tagging equipment.	Zewuze Ladzekpo, Fin. Coord. 1	Paul Lozano, Asst. Director
4	Approving requests for removal of equipment from campus.	Zewuze Ladzekpo, Fin. Coord. 1	Paul Lozano, Asst. Director
<b>DISCLOSURE FORMS</b>			

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	Description of Responsibility	Responsible Person(s) (Name/Title)	
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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Robert Browand, Director	Paul Lozano, Asst. Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Robert Browand, Director	Paul Lozano, Asst. Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Ericka Vasquez, Fin. Asst. 1	Zewuze Ladzekpo, Fin. Coord. 1
3	Collection.	Ericka Vasquez, Fin. Asst. 1	Zewuze Ladzekpo, Fin. Coord. 1
4	Recording.	Ericka Vasquez, Fin. Asst. 1	Zewuze Ladzekpo, Fin. Coord. 1
5	Monitoring credit extended.	NA	
6	Approving write-offs.	Robert Browand, Director	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Robert Browand, Director	Business Office
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dan Olivarez, User Serv. Spec. 2	Fidel Ramirez, Appl. Developer 4
2	Ensuring that critical data back up occurs.	Dan Olivarez, User Serv. Spec. 2	Fidel Ramirez, Appl. Developer 4
3	Ensuring that procedures such as password controls are followed.	Dan Olivarez, User Serv. Spec. 2	Fidel Ramirez, Appl. Developer 4
4	Reporting of suspected security violations.	All employees	