

Business Services  
Baseline Standards  
FY 2017

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 M. Garza/Dir Bus Svcs	Juanita Samuels/DBA
2	Updating the Baseline Standards Form.	Juanita Samuels/DBA, Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Erica Pen/Accountant, Diane Sylvester/Fin Coord 2	Janae Fadairo/Fin Coord 2
2	Reviewing cost center verifications.	Juanita Samuels/DBA, Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Juanita Samuels/DBA, Nancy Palomo/DBA, Erica Pen/Accountant	Linda M. Garza/Dir Bus Svcs
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Juanita Samuels/DBA	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs, Devi Bala/Asst VP Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
4	Ensuring correct account coding on purchases documents.	Juanita Samuels/DBA	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Juanita Samuels/DBA	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
4	Completing termination clearance procedures.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Erica Pen/Accountant, Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
6	Maintaining departmental Personnel files.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
7	Ensuring valid authorization of new hires.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
8	Ensuring valid authorization of changes in compensation rates.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
9	Ensuring the accurate input of changes to the HR System.	Nancy Palomo/DBA	Linda M. Garza/Dir Bus Svcs
10	Consistent and efficient responses to inquiries.	Diane Sylvester/Fin Coord 2	Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Pamela Journet/Fin Asst 2, Antoinette Marvels/Fin Asst 1, (Departments' respective Cashiers- on record with Department)	Melanie Jenkins/Bus Svcs Asst 1, Juanita Samuels/DBA, Erica Pen/Accountant
2	Reconciling cash, checks, etc. to receipts.	Pamela Journet/Fin Asst 2, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Erica Pen/Accountant
3	Preparing deposits.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Erica Pen/Accountant
4	Preparing Journal Entries.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Erica Pen/Accountant
5	Verifying deposits posted correctly in the Finance System.	Janae Fadairo/Fin Coord 2	Erica Pen/Accountant
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Erica Pen/Accountant
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA, Erica Pen/Accountant, Nancy Palomo/DBA, Linda M. Garza/Dir Bus Svcs
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Juanita Samuels/DBA	Nancy Palomo/DBA
10	Updating Cash Handling Procedures as needed.	Juanita Samuels/DBA	Linda M. Garza/Dir Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Juanita Samuels/DBA	Linda M. Garza/Dir Bus Svcs
12	Consistent and efficient responses to inquiries.	Pamela Journet/Fin Asst 2, Melanie Jenkins/Bus Svcs Asst 1, Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
2	Ensuring petty cash disbursements are not for more than \$100.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
3	Ensuring petty cash disbursements are made for only authorized purposes.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
4	Approving petty cash disbursements.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
5	Replenishing the petty cash fund timely.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
6	Ensuring the petty cash fund is balanced after each disbursement.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sylvia Morales Salinas/Contract Analyst, Tiffany Taylor- Denson/Financial Analyst 1	Alice Tsai/Financial Manager

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<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst (H0154), Kourtney Lardge/Accountant 2 (H0156), Jacqueline Chee/Accountant 3 (H0161,H0162), Genille Rampersad/Real Estate Spec (H0505,S0069), Christopher Durham/Functional Analyst 4 (H0679), Blanca Rivera/Wortham Housekeeper Lead (S0014)	Juanita Samuels/DBA
2	Ensuring the annual inventory was completed correctly.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst (H0154), Kourtney Lardge/Accountant 2 (H0156), Jacqueline Chee/Accountant 3 (H0161,H0162), Genille Rampersad/Real Estate Spec (H0505,S0069), Christopher Durham/Functional Analyst 4 (H0679), Blanca Rivera/Wortham Housekeeper Lead (S0014)	Juanita Samuels/DBA
3	Tagging equipment.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst (H0154), Kourtney Lardge/Accountant 2 (H0156), Jacqueline Chee/Accountant 3 (H0161,H0162), Genille Rampersad/Real Estate Spec (H0505,S0069), Christopher Durham/Functional Analyst 4 (H0679), Blanca Rivera/Wortham Housekeeper Lead (S0014)	Juanita Samuels/DBA
4	Approving requests for removal of equipment from campus.	Devi Bala/Asst VP Bus Svcs	Linda M. Garza/Dir Bus Svcs
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nancy Palomo/DBA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nancy Palomo/DBA	Juanita Samuels/DBA
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
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	Juanita Samuels/DBA, Transwestern-ERP Mgmt	
3	Collection.	Juanita Samuels/DBA, Transwestern-ERP Mgmt	
4	Recording.	Juanita Samuels/DBA, Transwestern-ERP Mgmt	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Devi Bala/Asst VP Bus Svcs, with approval from General Acct and BOR	Linda M. Garza/Dir Bus Svcs

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NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Devi Bala/Asst VP Bus Svcs	Linda M. Garza/Dir Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Henry Pham/Microsystems Analyst 2	UIT
2	Ensuring that critical data back up occurs.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Henry Pham/Microsystems Analyst 2	UIT
3	Ensuring that procedures such as password controls are followed.	Dan Olivarez/User Services Spec 3, Nancy Nguyen/Exec Admin Asst, Henry Pham/Microsystems Analyst 2	UIT
4	Reporting of suspected security violations.	ALL	ALL
<b>FOR DEPARTMENTS LISTED BELOW</b>			
<b>DEPT ID</b>	<b>DEPARTMENT NAME</b>		
H0154	ADMINISTRATION & FINANCE		
H0155	BUSINESS SERVICES		
H0156	FINANCE		
H0161	STATE APPROPRIATIONS ACCOUNTIN		
H0162	FINANCIAL REPORTING		
H0171	AUXILIARY SERVICES OPERATIONS		
H0174	COUGAR CARD		
H0178	PARKING & TRANS OPERATIONS		
H0182	HUMAN RESOURCES		
H0230	CULLEN PERFORMANCE HALL		
H0294	UH SPORTS & ENTERTAINMENT SVC		
H0303	PUBLIC ART		
H0505	REAL ESTATE SERVICES		
H0518	UNIV PROP SERV OPERATIONS		
H0614	ACSSOC VP FOR ADMINISTRATION		
H0679	RISK MANAGEMENT		
S0009	ADMINISTRATION & FINANCE		
S0011	HUMAN RESOURCES		
S0012	BUSINESS SERVICES		
S0014	WORTHAM HOUSE		
S0016	STATE ACCOUNTING		
S0038	FINANCE		
S0069	UNIV PROP SERV OPERATIONS		
S0679	RISK MANAGEMENT		