

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

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	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	Stella Vasquez, Janice Quiroz, Irene Abercrombie	April Blount - Financial Coord II
2 Reconciling cash, checks, etc. to receipts.	Emilita A Marin -CBA	
3 Preparing deposits.	April Blount - Financial Coord II	
4 Preparing Journal Entries.	April Blount - Financial Coord II	
5 Verifying deposits posted correctly in the Finance System.	Emilita A Marin -CBA	
6 Adequacy of physical safeguards.	Emilita A Marin -CBA	
7 Transporting deposits to Student Financial Services.	UH Police	
8 Ensuring deposits are made timely.	April Blount - Financial Coord II	Emilita A Marin -CBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Emilita A Marin -CBA	
10 Updating Cash Handling Procedures as needed.	Emilita A Marin -CBA	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Emilita A Marin -CBA	
12 Consistent and efficient responses to inquiries.	April Blount - Financial Coord II	Emilita A Marin -CBA
<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.	April Blount - Financial Coord II	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	April Blount - Financial Coord II	
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Emilita A Marin -CBA	
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Emilita A Marin -CBA, Arturo Padilla, John Young	
2 Ensuring the annual inventory was completed correctly.	Emilita A Marin -CBA	
3 Tagging equipment.	Emilita A Marin -CBA	
4 Approving requests for removal of equipment from campus.	Emilita A Marin -CBA	
<b>DISCLOSURE FORMS</b>		

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1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Emilita A Marin -CBA	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Emilita A Marin -CBA	
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kitty Karson	Emilita A Marin -CBA
ACCOUNTS RECEIVABLE		
1 Extending of credit.	NA	
2 Billing.	NA	
3 Collection.	NA	
4 Recording.	NA	
5 Monitoring credit extended.	NA	
6 Approving write-offs.	NA	
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Emilita A Marin -CBA	
2 Ensuring that research expenditures are covered by funds from sponsors.	April Blount - Financial Coord II	Emilita A Marin -CBA
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	John Young	Kiet Luong
2 Ensuring that critical data back up occurs.	John Young	Kiet Luong
3 Ensuring that procedures such as password controls are followed.	John Young	Kiet Luong
4 Reporting of suspected security violations.	John Young	Kiet Luong