

Chemical and Biomolecular Engineering - H0067  
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.	Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
2	Updating the Baseline Standards Form.	Patricia A. Cooks, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Academic Support Assistants; Hira Ahmed, Asst. DBA	Patricia A. Cooks, DBA
2	Reviewing cost center verifications.	Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
3	Approving cost center verifications.	M. Harold, Chair, Principal Investigators and Directors	Patricia A. Cooks, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
2	Ensuring the validity of travel and expense reimbursements.	Nicolette Solano, Administrative Asst; Hira Ahmed, Asst. DBA	Patricia A. Cooks, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
4	Ensuring correct account coding on purchases documents.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
5	Primary contact for inquiries to expenditure transactions.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
<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.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
4	Completing termination clearance procedures.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Patricia A. Cooks, DBA	Pamela Moses, Dept. HR/Payroll Coord. 2
6	Maintaining departmental Personnel files.	Patricia A. Cooks, DBA	Pamela Moses, Dept. HR/Payroll Coord. 2
7	Ensuring valid authorization of new hires.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
8	Ensuring valid authorization of changes in compensation rates.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
9	Ensuring the accurate input of changes to the HR System.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA
10	Consistent and efficient responses to inquiries.	Pamela Moses, Dept. HR/Payroll Coord. 2	Patricia A. Cooks, DBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Yolanda Thomas, Academic Advisor, Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
3	Preparing deposits.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
4	Preparing Journal Entries.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
5	Verifying deposits posted correctly in the Finance System.	Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
7	Secure deposits via UHDPDS to Student Financial Services.	UH DPS	
8	Ensuring deposits are made timely.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Steve Bangerter, Dir. Col. Bus Operations	Patricia A. Cooks, DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Dir. Col. Bus Operations	Patricia A. Cooks, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
12	Consistent and efficient responses to inquiries.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
<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>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Steve Bangerter, Dir. Col. Bus Operations	Patricia A. Cooks, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	David Dawlearn, Lab Maintenance Spvr	Michael P. Harold, Chair
2	Ensuring the annual inventory was completed correctly.	Michael P. Harold, Chair	Steve Bangerter, Dir. Col. Bus Operations
3	Tagging equipment.	David Dawlearn, Lab Maintenance Spvr	Patricia A. Cooks, DBA
4	Approving requests for removal of equipment from campus.	Michael P. Harold, Chair	David Dawlearn, Lab Maintenance Spvr.
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michael P. Harold, Chair	Nicolette Solano, Administrative Asst.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michael P. Harold, Chair	Nicolette Solano, Administrative Asst.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michael P. Harold, Chair	Nicolette Solano, Administrative Asst.

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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.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators and Directors	Patricia A. Cooks, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Michael P. Harold, Chair	Patricia A. Cooks, DBA
2	Ensuring that critical data back up occurs.	ENG, College Information Systems	Patricia A. Cooks, DBA
3	Ensuring that procedures such as password controls are followed.	ENG, College Information Systems	
4	Reporting of suspected security violations.	ENG, College Information Systems	