

Administration
Baseline Standards FY13

Description of Responsibility	Responsible Person(s) (Name/Title)		
	Primary (Required)	Secondary (Optional)	
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Mark Cooper/ CBDA	
2	Updating the Baseline Standards Form.	Mark Cooper/ CBDA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Pam Allen/ Financial Analyst	
2	Reviewing cost center verifications.	Mark Cooper/ CBDA	
3	Approving cost center verifications.	Mark Cooper/ CBDA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Mark Cooper/ CBDA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Gariovonna Price/Financial Asst	
2	Ensuring the validity of travel and expense reimbursements.	Cindy Barringer/ Executive Secretary	Cynthia Romero/ HR/Payroll Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Gariovonna Price/Financial Asst	
4	Ensuring correct account coding on purchases documents.	Gariovonna Price/Financial Asst	
5	Primary contact for inquiries to expenditure transactions.	Gariovonna Price/Financial Asst	
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Cynthia Romero/ HR/Payroll Coordinator	
2	Reconciling leave accruals to the payroll system.	Cynthia Romero/ HR/Payroll Coordinator	
3	Ensuring all time and effort reports are submitted to Payroll.	Cynthia Romero/ HR/Payroll Coordinator	
4	Reconciling time and effort reports to check registers.	Cynthia Romero/ HR/Payroll Coordinator	
5	Completing termination clearance procedures.	Cynthia Romero/ HR/Payroll Coordinator	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Cynthia Romero/ HR/Payroll Coordinator	Mark Cooper/ CBDA
7	Paycheck distribution.	Cynthia Romero/ HR/Payroll Coordinator	Cynthia Romero/ HR/Payroll Coordinator
8	Maintaining departmental Personnel files	Cynthia Romero/ HR/Payroll Coordinator	
9	Ensuring valid authorization of new hires.	Mark Cooper/John Lehner	
10	Ensuring valid authorization of changes in compensation rates.	Mark Cooper/John Lehner	
11	Ensuring the accurate input of changes to the payroll system.	Cynthia Romero/ HR/Payroll Coordinator	
12	Propriety of leave account classification on time records.	Cynthia Romero/ HR/Payroll Coordinator	
13	Consistent and efficient responses to inquiries.	Cynthia Romero/ HR/Payroll Coordinator	
CASH HANDLING			
1	Collecting cash, checks, etc.	Mark Cooper/ CBDA	Free Lane/Secretary 2/ Pam Allen/ Financial Analyst
2	Reconciling cash, checks, etc. to receipts.	Pam Allen/ Financial Analyst	

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3	Preparing deposits.	Pam Allen/ Financial Analyst	
4	Preparing Journal Entries.	Pam Allen/ Financial Analyst	
5	Verifying deposits to the financial system.	Mark Cooper/ CBDA	
6	Adequacy of physical safeguards.	Mark Cooper/ CBDA	
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Pam Allen/ Financial Analyst	
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees	Mark Cooper/ CBDA	
10	Updating Cash Handling Procedures as needed.	Mark Cooper/ CBDA	
11	Consistent and efficient responses to inquiries.	Pam Allen/ Financial Analyst	
PETTY CASH			
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Robert Pampell/ Building Manager	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Robert Pampell/ Building Manager	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mark Cooper/ CBDA	Pam Allen/ Financial Analyst
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Robert Pampell/ Building Manager	
2	Ensuring the annual inventory was completed correctly.	Mark Cooper/ CBDA	
3	Tagging equipment.	Robert Pampell/ Building Manager	
4	Approving requests for removal of equipment from campus.	Mark Cooper/ CBDA	Cynthia Romero/ HR/Payroll Coordinator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Cynthia Romero/ HR/Payroll Coordinator	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Cynthia Romero/ HR/Payroll Coordinator	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	

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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 have positive fund equity at year-end.	Mark Cooper/ CBDA	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Rob Spragg/ Networking Manager	
2	Ensuring that critical data back up occurs.	Rob Spragg/ Networking Manager	
3	Ensuring that procedures such as password controls are followed.	Rob Spragg/ Networking Manager	
4	Reporting of suspected security violations.	Rob Spragg/ Networking Manager	