

College of Pharmacy
Baseline Standards
FY 2013

Description of Responsibility-College of Pharmacy		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Rubina Haroon	Chi Nguyen
2	Updating the Baseline Standards Form.	Rubina Haroon	Chi Nguyen
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Melissa Ieans/ Sheronda Landor	Chi Nguyen
2	Reviewing cost center verifications.	Rubina Haroon	Chi Nguyen
3	Approving cost center verifications.	Rubina Haroon	Chi Nguyen
4	Ensuring all cost centers are verified/approved on a timely basis.	Rubina Haroon	Chi Nguyen
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Anh Pham	Chi Nguyen
2	Ensuring the validity of travel and expense reimbursements.	Anh Pham	Chi Nguyen
3	Ensuring that goods and services are received and that timely payment is made.	Anh Pham	Chi Nguyen
4	Ensuring correct account coding on purchases documents.	Anh Pham	Chi Nguyen
5	Primary contact for inquiries to expenditure transactions.	Melissa Ieans	Chi Nguyen
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Sheronda Landor	Chi Nguyen
2	Reconciling bi-weekly leave accruals to the HR System.	Sheronda Landor	Chi Nguyen
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Sheronda Landor	Chi Nguyen
4	Ensuring all monthly leave is recorded and approved in the HR System.	Sheronda Landor	Chi Nguyen
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sheronda Landor	Chi Nguyen
6	Completing termination clearance procedures.	Sheronda Landor	Chi Nguyen
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sheronda Landor	Chi Nguyen
8	Paycheck distribution.	NA	NA
9	Maintaining departmental Personnel files.	Sheronda Landor	Chi Nguyen
10	Ensuring valid authorization of new hires.	Sheronda Landor	Chi Nguyen
11	Ensuring valid authorization of changes in compensation rates.	Rubina Haroon	Chi Nguyen
12	Ensuring the accurate input of changes to the HR System.	Sheronda Landor	Chi Nguyen
13	Propriety of leave account classification on time records.	Sheronda Landor	Chi Nguyen
14	Consistent and efficient responses to inquiries.	Sheronda Landor	Rubina Haroon/Chi Nguyen
CASH HANDLING			

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1	Collecting cash, checks, etc.	Betty Hassell/Chi Nguyen	Anh Pham
2	Reconciling cash, checks, etc. to receipts.	Anh Pham	Rubina Haroon
3	Preparing deposits.	Chi Nguyen	Anh Pham
4	Preparing Journal Entries.	Chi Nguyen	Anh Pham
5	Verifying deposits posted correctly in the Finance System.	Melissa Ieans	Rubina Haroon
6	Adequacy of physical safeguards.	Chi Nguyen	Rubina Haroon
7	Transporting deposits to Student Financial Services.	UH Police	UH Police
8	Ensuring deposits are made timely.	Rubina Haroon	Chi Nguyen
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rubina Haroon	Chi Nguyen
10	Updating Cash Handling Procedures as needed.	Rubina Haroon	Chi Nguyen
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rubina Haroon	Chi Nguyen
12	Consistent and efficient responses to inquiries.	Rubina Haroon	Chi Nguyen/Melissa Ieans
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Chi Nguyen	Rubina Haroon
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Chi Nguyen	Rubina Haroon
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Rubina Haroon	Chi Nguyen
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Chi Nguyen	Rubina Haroon
2	Ensuring the annual inventory was completed correctly.	Chi Nguyen	Rubina Haroon
3	Tagging equipment.	Chi Nguyen	Rubina Haroon
4	Approving requests for removal of equipment from campus.	Chi Nguyen	Rubina Haroon
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marianne Burns/Chi Nguyen	Rubina Haroon
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marianne Burns/Chi Nguyen	Rubina Haroon
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Marianne Burns/Chi Nguyen	Rubina Haroon
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Rubina Haroon	Chi Nguyen
2	Ensuring that research expenditures are covered by funds from sponsors.	Marianne Burns/Melissa Ieans	Rubina Haroon/Chi Nguyen
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Wallace	Rubina Haroon
2	Ensuring that critical data back up occurs.	Robert Ekrot/Steven Boss	David Wallace
3	Ensuring that procedures such as password controls are followed.	Robert Ekrot/Steven Boss	David Wallace
4	Reporting of suspected security violations.	David Wallace	Rubina Haroon