College of Pharmacy Baseline Standards FY 2016

esci	1		Person(s) (Name/Title)
	ription of Responsibility ARTMENTAL POLICIES & PROCEDURES / BASELINE	Primary (Required)	Secondary (Optional)
	ARTMENTAL POLICIES & PROCEDURES / BASELINE ARDS		
	Ensuring the Departmental Policy and Procedures manual is	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
	current.	-	
2	Updating the Baseline Standards Form.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
NA	NCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Miranda McMorris/Financial Analyst	Chi Nguyen/Asst. Dir Bus Oper.
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2	Reviewing cost center verifications.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
3	Approving cost center verifications.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
4	Ensuring all cost centers are verified/approved on a timely basis.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
NA	NCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
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2	Ensuring the validity of travel and expense reimbursements.	Ty Hall/Secretary 2	Matthew Santa Cruz/Bus. Services Assistant I
		Golda Hallett/Progam Coord Vanessa	
		Lockett/Progam Coord Tristan Mathis/Secretary 2	
		Diane Salazar/Admin Asst	
		Lupita Curiel/Program Coord Ashley	
		Adams/Program Coord Belinda	
_		Martinez/Secretary 2	
3	Ensuring that goods and services are received and that timely	Bac Bui/Office Asst	
	payment is made.	Ty Hall/Secretary 2	
		Golda Hallett/Progam Coord Vanessa	
		Lockett/Progam Coord	
		Tristan Mathis/Secretary 2	
		Diane Salazar/Admin Asst	
		Lupita Curiel/Program Coord Ashley Adams/Program Coord Belinda	
		Adams/Program Coord Belinda Martinez/Secretary 2	
4	Ensuring correct account coding on purchases documents.	Bac Bui/Office Asst	Elizabeth Egbe/Bus. Services Assistant II
		Ty Hall/Secretary 2	
		Golda Hallett/Progam Coord Vanessa	
		Lockett/Progam Coord	
		Tristan Mathis/Secretary 2	
		Diane Salazar/Admin Asst	
		Lupita Curiel/Program Coord Ashley	
		Adams/Program Coord Belinda	
	Primary contact for inquiries to expenditure transactions.	Martinez/Secretary 7	
5		CBO OFFICE rxorder@uh edu	
		CBO OFFICE rxorder@uh.edu	
	Ensuring access and use of P-Cards and T-Cards are secure.	CBO OFFICE rxorder@uh.edu	Rubina Haroon/Director Bus Oper.
6	Ensuring access and use of P-Cards and T-Cards are secure.	All Card Holders	-
6	Ensuring access and use of P-Cards and T-Cards are secure. Ensuring P-Card transactions are adequately documented and		-
6 7	Ensuring access and use of P-Cards and T-Cards are secure.	All Card Holders	-
6 7	Ensuring access and use of P-Cards and T-Cards are secure. Ensuring P-Card transactions are adequately documented and benefit the university.	All Card Holders Elizabeth Egbe/Bus. Services Assistant II	Rubina Haroon/Director Bus Oper.
5 7 8	Ensuring access and use of P-Cards and T-Cards are secure. Ensuring P-Card transactions are adequately documented and benefit the university. Ensuring T-Card transactions are adequately documented and	All Card Holders Elizabeth Egbe/Bus. Services Assistant II Matthew Santa Cruz/Bus. Services	Rubina Haroon/Director Bus Oper.
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College of Pharmacy Baseline Standards FY 2016

	Listian of Bernardbillity	Responsible I	Person(s) (Name/Title)
	iption of Responsibility	Primary (Required)	Secondary (Optional)
CASH 1	I HANDLING Collecting cash, checks, etc.	CBO OFFICE	
2	Reconciling cash, checks, etc. to receipts.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
3	Preparing deposits.	elizabeth Egbe/Bus. Services Assistant II	Matthew Santa Cruz/Bus. Services Assistant I
4	Preparing Journal Entries.	Elizabeth Egbe/Bus. Services Assistant II	Matthew Santa Cruz/Bus. Services Assistant I
5	Verifying deposits posted correctly in the Finance System.	Miranda McMorris/Financial Analyst	Chi Nguyen/Asst. Dir Bus Oper.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elizabeth Egbe/Bus. Services Assistant II	Chi Nguyen/Asst. Dir Bus Oper.
7	Secure deposits via UHDPS to Student Financial Services.	Elizabeth Egbe/Bus. Services Assistant II	Chi Nguyen/Asst. Dir Bus Oper.
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8	Ensuring deposits are made timely.	Elizabeth Egbe/Bus. Services Assistant II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
10	training. Updating Cash Handling Procedures as needed.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
10	Distribution of Cash Handling Procedures to employees who	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
	handle cash.		
12	Consistent and efficient responses to inquiries.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
14	Ensuring all access and use of credit card information is secure.	All Card Holders	
PETT	Y CASH/ CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
	administration policies/procedures.		
PROP	ERTY MANAGEMENT		
	p C i d li	CLUN (L. D. D. D. C.	
1	Performing the annual inventory.	Chi Nguyen/Asst. Dir Bus Oper.	
1	Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Chi Nguyen/Asst. Dir Bus Oper. Chi Nguyen/Asst. Dir Bus Oper.	
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1	Ensuring the annual inventory was completed correctly.	Chi Nguyen/Asst. Dir Bus Oper.	
1 2 3 4	Ensuring the annual inventory was completed correctly. Tagging equipment.	Chi Nguyen/Asst. Dir Bus Oper. Chi Nguyen/Asst. Dir Bus Oper.	
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