| | | Responsible Person(s)  (Name/Title) | |
|---|---|---|---|
| **Description of Responsibility** | | **Primary (Required)** | **Secondary (Optional)** |
| DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS | | | |
| 1 | Ensuring the Departmental Policy and Procedures manual is current. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| 2 | Updating the Baseline Standards Form. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS | | | |
| 1 | Preparing cost center verifications. | Sylvia Harris/Financial Analyst | Miranda McMorris/Dept Business Admin |
| 2 | Reviewing cost center verifications. | Miranda McMorris/Dept Business Admin | Rubina Haroon/Director Bus Oper. |
| 3 | Approving cost center verifications. | Miranda McMorris/Dept Business Admin | Rubina Haroon/Director Bus Oper. |
| 4 | Ensuring all cost centers are verified/approved on a timely basis. | Miranda McMorris/Dept Business Admin | Rubina Haroon/Director Bus Oper. |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS | | | |
| 1 | Ensuring valid authorization of purchase documents. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| 2 | Ensuring the validity of travel and expense reimbursements. | Ty Hall/Secretary 2 Golda Hallett/Progam Manager Vanessa Lockett/Program Coord Barbara Knight/Dev Coord      Jennifer Green/Program Coord      Mary Reed/Exec Admin Asst. Daniel Chang/Program Manager Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Lupita Curiel/Program Coord Rhianna Boatwright/Program Coord Belinda Martinez/Secretary 2 | CBO Office |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Muheebat Salawu/Fin. Coordinator Ty Hall/Secretary 2 Golda Hallett/Progam Manager Rontavia Sanders/Office Assistant Vanessa Lockett/Progam Coord Barbara Knight/Dev Coord      Jennifer Green/Program Coord      Mary Reed/Exec Admin Asst.      Daniel Chang Program Manager Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Lupita Curiel/Program Coord Rhianna Boatwright/Program Coord Belinda Martinez/Secretary 2 | Rubina Haroon/Director Bus Oper. |
| 4 | Ensuring correct account coding on purchases documents. | Muheebat Salawu/Fin. Coordinator Ty Hall/Secretary 2 Golda Hallett/Progam Manager Rontavia Sanders/Office Assistant Vanessa Lockett/Progam Coord Barbara Knight/Dev Coord      Jennifer Green/Program Coord      Mary Reed/Exec Admin Asst.      Daniel Chang Program Manager Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Lupita Curiel/Program Coord Rhianna Boatwright/Program Coord Belinda Martinez/Secretary 2 | Mallory Williams/Financial Coordinator |
| 5 | Primary contact for inquiries to expenditure transactions. | CBO OFFICE rxorder@uh.edu | |
| PAYROLL / HUMAN RESOURCES | | | |
| 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. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 2 | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 3 | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 4 | Completing termination clearance procedures. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 5 | Ensuring terminated employees are no longer charged to departmental cost centers. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 6 | Maintaining departmental Personnel files. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 7 | Ensuring valid authorization of new hires. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 8 | Ensuring valid authorization of changes in compensation rates. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 9 | Ensuring the accurate input of changes to the HR System. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |
| 10 | Consistent and efficient responses to inquiries. | Maylin Thanudape/Dept Business Admin | Miranda McMorris/Dept Business Admin |

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| --- | --- | --- | --- |
| **Description of Responsibility** | | **Primary (Required)** | **Secondary (Optional)** |
| CASH HANDLING | | | |
| 1 | Collecting cash, checks, etc. | CBO OFFICE | |
| 2 | Reconciling cash, checks, etc. to receipts. | Miranda McMorris/Dept Business Admin | Rubina Haroon/Director Bus Oper. |
| 3 | Preparing deposits. | Mallory Williams/Financial Coordinator | Miranda McMorris/Dept Business Admin |
| 4 | Preparing Journal Entries. | Blake Stroud/Financial Coordinator | Miranda McMorris/Dept Business Admin |
| 5 | Verifying deposits posted correctly in the Finance System. | Sylvia Harris/Financial Analyst | Miranda McMorris/Dept Business Admin |
| 6 | Adequacy of physical safeguards of cash receipts and equivalent. | Blake Stroud/Financial Coordinator | Miranda McMorris/Dept Business Admin |
| 7 | Secure deposits via UHDPS to Student Financial Services. | N/A | N/A |
| 8 | Ensuring deposits are made timely. | Blake Stroud/Financial Coordinator | Miranda McMorris/Dept Business Admin |
| 9 | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| 10 | Updating Cash Handling Procedures as needed. | Miranda McMorris/Dept Business Admin | Rubina Haroon/Director Bus Oper. |
| 11 | Distribution of Cash Handling Procedures to employees who handle cash. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| 12 | Consistent and efficient responses to inquiries. | Miranda McMorris/Dept Business Admin | Rubina Haroon/Director Bus Oper. |
| PETTY CASH | | | |
| 1 | Preparing petty cash disbursements. | N/A | N/A |
| 2 | Ensuring petty cash disbursements are not for more than $100. | N/A | N/A |
| 3 | Ensuring petty cash disbursements are made for only authorized purposes. | N/A | N/A |
| 4 | Approving petty cash disbursements. | N/A | N/A |
| 5 | Replenishing the petty cash fund timely. | N/A | N/A |
| 6 | Ensuring the petty cash fund is balanced after each disbursement. | N/A | N/A |
| CONTRACT ADMINISTRATION | | | |
| 1 | Ensuring departmental personnel comply with contract administration policies/procedures. | | |
| PROPERTY MANAGEMENT | | | |
| 1 | Performing the annual inventory. | Rubina Haroon/Director Bus Oper. | Douglas Eikenburg/Dept Chair - PPS Kevin Garey/Dept Chair - PPTR Rajender Aparasu/Dept Chair - PHOP Paige Pitman/Assist. Dean - Std Service Nancy Ordonez/Assist Dean - Experential Sheree Pearce/IT Info Serv Manager |
| 2 | Ensuring the annual inventory was completed correctly. | Rubina Haroon/Director Bus Oper. | |
| 3 | Tagging equipment. | Rubina Haroon/Director Bus Oper. | Blake Stroud/Financial Coordinator |
| 4 | Approving requests for removal of equipment from campus. | Rubina Haroon/Director Bus Oper. | |
| DISCLOSURE FORMS | | | |
| 1 | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. | Rubina Haroon/Director Bus Oper. | Maylin Thanudape/Dept Business Admin |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Claire Wetzel/Research Admin | |

College of Pharmacy
Baseline Standards
FY 2017

| | | Responsible Person(s)  (Name/Title) | |
|---|---|---|---|
| **Description of Responsibility** | | **Primary (Required)** | **Secondary (Optional)** |
| ACCOUNTS RECEIVABLE | | | |
| 1 | Extending of credit. | N/A | N/A |
| 2 | Billing. | N/A | N/A |
| 3 | Collection. | N/A | N/A |
| 4 | Recording. | N/A | N/A |
| 5 | Monitoring credit extended. | N/A | N/A |
| 6 | Approving write-offs. | N/A | N/A |
| NEGATIVE BALANCES | | | |
| 1 | Ensuring that all fund groups for each Dept ID have  positive fund equity at year-end. | Rubina Haroon/Director Bus Oper. | Miranda McMorris/Dept Business Admin |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | Claire Wetzel/Research Admin | Miranda McMorris/Dept Business Admin |
| DEPARTMENTAL COMPUTING | | | |
| 1 | Management of the departments' information technology resources. | Sheree Pearce/IT Info Serv Manager | Wesam Fahmy/USS3 |
| 2 | Ensuring that critical data back up occurs. | Sheree Pearce/IT Info Serv Manager | Wesam Fahmy/USS3 |
| 3 | Ensuring that procedures such as password controls are followed. | Sheree Pearce/IT Info Serv Manager | Wesam Fahmy/USS3 |
| 4 | Reporting of suspected security violations. | Sheree Pearce/IT Info Serv Manager | Wesam Fahmy/USS3 |