

Business Services
(H0224) Center for Student Involvement, (H0227) University Center, (H0232) Religion Center, (H0553) Center for Leadership FSL
Baseline Standards
FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	James Pettijohn/Asst Dir, UC Event Svcs	Noel Clarke/Dic, Coll/Div Bus Ops
2	Updating the Baseline Standards Form.	Noel Clarke/Dic, Coll/Div Bus Ops	Christopher Herrin/Financial Coord 2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Christopher Herrin/Financial Coord 2	
2	Reviewing cost center verifications.	Noel Clarke/Dic, Coll/Div Bus Ops; Nancy Palomo/Asst Bus Admin	
3	Approving cost center verifications.	Keith Kowalka/Asst VP, Stu Aff-Student Life	Pat Sayles/Exec Dir Bus Svcs; Linda Garza/Dir Bus Svcs
4	Ensuring all cost centers are verified/approved on a timely basis.	Noel Clarke/Dic, Coll/Div Bus Ops	Christopher Herrin/Financial Coord 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Noel Clarke/Dic, Coll/Div Bus Ops	
2	Ensuring the validity of travel and expense reimbursements.	Noel Clarke/Dic, Coll/Div Bus Ops	Christopher Herrin/Financial Coord 2
3	Ensuring that goods and services are received and that timely payment is made.	Noel Clarke/Dic, Coll/Div Bus Ops	Rosa Flugence/Financial Coord 2; Christopher Herrin/Financial Coord 2; Jackie Burkes/Financial Coord 2
4	Ensuring correct account coding on purchases documents.	Noel Clarke/Dic, Coll/Div Bus Ops	Rosa Flugence/Financial Coord 2; Christopher Herrin/Financial Coord 2
5	Primary contact for inquiries to expenditure transactions.	Christopher Herrin/Financial Coord 2; Jackie Burkes/Financial Coord 2	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
2	Reconciling bi-weekly leave accruals to the HR System.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Vicky Henderson/Financial Coord 2; Nancy Hay/Office Coord	Noel Clarke/Dic, Coll/Div Bus Ops
4	Ensuring all monthly leave is recorded and approved in the HR System.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
6	Completing termination clearance procedures.	Vicky Henderson/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
8	Paycheck distribution.	UH Treasury	
9	Maintaining departmental Personnel files.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
10	Ensuring valid authorization of new hires.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops

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11 Ensuring valid authorization of changes in compensation rates.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
12 Ensuring the accurate input of changes to the HR System.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
13 Propriety of leave account classification on time records.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
14 Consistent and efficient responses to inquiries.	Vicky Henderson/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
CASH HANDLING		
1 Collecting cash, checks, etc.	Theresa Crosslin/ Reservationist; Cathy Cozine/Reservationist; Linda Jauregui/Office Coord	
2 Reconciling cash, checks, etc. to receipts.	Thomas Mohwinkel/Program Coord 1; Alicia Garcia Valero/Creation Station Coord; Theresa Crosslin/Reservationist; Bruce Twenhafel/Mgr, A.D. Bruce Religion Ctr Stella Myles/Senior Cashier	Noel Clarke/Dic, Coll/Div Bus Ops
3 Preparing deposits.	Thomas Mohwinkel/Program Coord 1; Alicia Garcia Valero/Creation Station Coord; Theresa Crosslin/Reservationist; Bruce Twenhafel/Mgr, A.D. Bruce Religion Ctr Stella Myles/Senior Cashier	Noel Clarke/Dic, Coll/Div Bus Ops
4 Preparing Journal Entries.	Stella Myles/Senior Cashier	Christopher Herrin/Financial Coord 2
5 Verifying deposits posted correctly in the Finance System.	Christopher Herrin/Financial Coord 2; Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dic, Coll/Div Bus Ops
6 Adequacy of physical safeguards.	Thomas Mohwinke/Program Coord 1; Alicia Garcia Valero/Creation Station Coord; James Pettijohn/Asst Dir, UC Event Svcs Bruce Twenhafel/Mgr, A.D. Bruce Religion Ctr Stella Myles/Senior Cashier	Noel Clarke/Dic, Coll/Div Bus Ops
7 Transporting deposits to Student Financial Services.	UH Police	
8 Ensuring deposits are made timely.	Stella Myles/Senior Cashier	Noel Clarke/Dic, Coll/Div Bus Ops
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Noel Clarke/Dic, Coll/Div Bus Ops	Cheryl Grew-Gillen/Dir, UC Facilities and Ops; Marcella Leung/Dir, Ctr Student Involvement; Jason Bergeron/Dir, Ctr for Frat/Sor Life

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10 Updating Cash Handling Procedures as needed.	Noel Clarke/Dic, Coll/Div Bus Ops	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Noel Clarke/Dic, Coll/Div Bus Ops	
12 Consistent and efficient responses to inquiries.	Christopher Herrin/Financial Coord 2; Jackie Burkes/Financial Coord 2	Noel Clarke/Dic, Coll/Div Bus Ops
PETTY CASH		
1 Preparing petty cash disbursements.	N/A	
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4 Approving petty cash disbursements.	N/A	
5 Replenishing the petty cash fund timely.	N/A	
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	
LONG DISTANCE CHARGES		
1 Manager review of long distance charges for unusual activity.	Christopher Herrin/Financial Coord 2; Jackie Burkes/Financial Coord 2	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Christopher Herrin/Financial Coord 2; Jackie Burkes/Financial Coord 2	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Noel Clarke/Dic, Coll/Div Bus Ops	Keith Kowalka/Asst VP, Stu Aff-Student Life; Marcella Leung/Dir, Ctr Student Involvement
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Beverly Garcia/Program Coord 1	Cheryl Grew-Gillen/Dir, UC Facilities and Ops
2 Ensuring the annual inventory was completed correctly.	Cheryl Grew-Gillen/Dir, UC Facilities and Ops	Noel Clarke/Dic, Coll/Div Bus Ops
3 Tagging equipment.	Beverly Garcia/Program Coord 1	Cheryl Grew-Gillen/Dir, UC Facilities and Ops
4 Approving requests for removal of equipment from campus.	Keith Kowalka/Asst VP, Stu Aff-Student Life	Cheryl Grew-Gillen/Dir, UC Facilities and Ops
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Keith Kowalka/Asst VP, Stu Aff-Student Life	Noel Clarke/Dic, Coll/Div Bus Ops
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Keith Kowalka/Asst VP, Stu Aff-Student Life	Noel Clarke/Dic, Coll/Div Bus Ops
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Keith Kowalka/Asst VP, Stu Aff-Student Life	Noel Clarke/Dic, Coll/Div Bus Ops
ACCOUNTS RECEIVABLE		
1 Extending of credit.	N/A	N/A
2 Billing.	Noel Clarke/Dic, Coll/Div Bus Ops	
3 Collection.	Noel Clarke/Dic, Coll/Div Bus Ops	
4 Recording.	Noel Clarke/Dic, Coll/Div Bus Ops	
5 Monitoring credit extended.	N/A	N/A
6 Approving write-offs.	Noel Clarke/Dic, Coll/Div Bus Ops	

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NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Noel Clarke/Dic, Coll/Div Bus Ops	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sam Nguyen/Lan Administrator	
2	Ensuring that critical data back up occurs.	Sam Nguyen/Lan Administrator	
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen/Lan Administrator	
4	Reporting of suspected security violations.	All Staff	All Staff