Health Wellness VP for Student Affairs Baseline Standards FY 2014

KAB		Responsible Perso	on(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Kim Barrow/Department Business	Linda Garza/Director Business
	current.	Admin	Services
2	Updating the Baseline Standards Form.	Kim Barrow/Department Business	Linda Garza/Director Business
		Admin	Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Department Coordinators	Kim Barrow/Department
			Business Admin
2	Reviewing cost center verifications.	Kim Barrow/Department Business	Linda Garza/Director Business
- 2		Admin	Services
3	Approving cost center verifications.	Department Directors	
4	Ensuring all cost centers are verified/approved on a timely	Kim Barrow/Department Business	Linda Garza/Director Rusiness
4	basis.	Admin Barrow/Department Business	Services
EIN A NA	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Adillili	Services
LINAIN	CIAL REI ORTHOG - EAT ENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Kim Barrow/Department Business	Linda Garza/Director Business
1	Zing valid additional of parenase documents.	Admin	Services
2	Ensuring the validity of travel and expense reimbursements.	Kim Barrow/Department Business	
_	g and same of period remounds.	Admin	Services
3	Ensuring that goods and services are received and that timely	Kim Barrow/Department Business	Linda Garza/Director Business
	payment is made.	Admin	Services
4	Ensuring correct account coding on purchases documents.	Kim Barrow/Department Business	Linda Garza/Director Business
		Admin	Services
5	Primary contact for inquiries to expenditure transactions.	Kim Barrow/Department Business	Linda Garza/Director Business
		Admin	Services
PAYRO	DLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Kim Barrow/Department Business	
	effort reports.	Admin	Business Admin
2	Reconciling bi-weekly leave accruals to the HR System.	Kim Barrow/Department Business	
		Admin	Business Admin
3	Ensuring all bi-weekly time and effort reports are submitted to	Kim Barrow/Department Business	
4	Payroll.	Admin	Business Admin Nancy Palomo/Asst Department
4	Ensuring all monthly leave is recorded and approved in the HR	Kim Barrow/Department Business	Business Admin
5	System. Reconciling time and effort reports (bi-weekly employees) and	Admin Kim Barrow/Department Business	Business Admin
3	ePARs (monthly employees) to the trial and final payroll	Admin Barrow/Department Business	Nancy Palomo/Asst Department
	verification reports.	Adillili	Business Admin
6	Completing termination clearance procedures.	Kim Barrow/Department Business	
	completing communion ordinance procedures.	Admin	Business Admin
7	Ensuring terminated employees are no longer charged to	Kim Barrow/Department Business	
	departmental cost centers.	Admin	Business Admin
8	Paycheck distribution.	Kim Barrow/Department Business	
		Admin	Business Admin
9	Maintaining departmental Personnel files.	Kim Barrow/Department Business	Nancy Palomo/Asst Department
		Admin	Business Admin
10	Ensuring valid authorization of new hires.	Kim Barrow/Department Business	
		Admin	Business Admin
11	Ensuring valid authorization of changes in compensation rates.	Kim Barrow/Department Business	Nancy Palomo/Asst Department
		Admin	Business Admin
12	Ensuring the accurate input of changes to the HR System.	Kim Barrow/Department Business	
		Admin	Business Admin
13	Propriety of leave account classification on time records.	Kim Barrow/Department Business	
<u> </u>		Admin	Business Admin
14	Consistent and efficient responses to inquiries.	Kim Barrow/Department Business	Nancy Palomo/Asst Department
CASTT	LIANDI INC	Admin	Business Admin
CASH	HANDLING		
<u> </u>		<u> </u>	

Submitted: 1 of 3

Health Wellness VP for Student Affairs Baseline Standards FY 2014

KAB		Responsible Perso	
	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Department Specific Authorized Cash Handler(s)	Kim Barrow/Department Business Admin
2	Reconciling cash, checks, etc. to receipts.	Department Specific Authorized	Kim Barrow/Department
2	Reconcining cash, checks, etc. to receipts.	Cash Handler(s)	Business Admin
3	Preparing deposits.	Department Specific Authorized	Kim Barrow/Department
3	reparing deposits.	Cash Handler(s)	Business Admin
4	Preparing Journal Entries.	Department Specific Authorized	Kim Barrow/Department
4	. •	Cash Handler(s)	Business Admin
5	Verifying deposits posted correctly in the Finance System.	Kim Barrow/Department Business Admin	Services
6	Adequacy of physical safeguards.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
7	Transporting deposits to Student Financial Services.	UH Police Department	
	Ensuring deposits are made timely.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
	Ensuring all employees who handle cash have completed Cash	Kim Barrow/Department Business	
	Security Procedures or Cash Deposit and Security Procedures	Admin	Linda Garza/Director Business
	training.		Services
	Updating Cash Handling Procedures as needed.	Kim Barrow/Department Business	Linda Garza/Director Business
10		Admin	Services
	Distribution of Cash Handling Procedures to employees who	Kim Barrow/Department Business	Linda Garza/Director Business
	handle cash.	Admin	Services
	Consistent and efficient responses to inquiries.	Kim Barrow/Department Business	Linda Garza/Director Business
12	•	Admin	Services
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	
	Ensuring the petty cash fund is balanced after each disbursement.	NA	
	DISTANCE CHARGES		
	Manager review of long distance charges for unusual activity.	Kim Barrow/Department Business Admin	Services
	Ensuring personal calls are reimbursed within 10 days from the billing date.	Kim Barrow/Department Business Admin	Linda Garza/Director Business Services
	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Kim Barrow/Department Business	Linda Garza/Director Business
	administration policies/procedures.	Admin Barrow/Department Business	Services Services
	RTY MANAGEMENT	Audilli	DOI VICCO
FKOFE	XII MANAGEMENI		
1	Performing the annual inventory.	Department Specific Authorized	Kim Barrow/Department
		Property Custodian	Business Admin
2	Ensuring the annual inventory was completed correctly.	Department Specific Authorized Property Custodian	Kim Barrow/Department Business Admin
3	Tagging equipment.	Department Specific Authorized	Kim Barrow/Department Business Admin
1	A managing an apparet for any available	Property Custodian	Dusiness Aumin
4	Approving requests for removal of equipment from campus.	Department Directors	Assoc VC/VP for Student Affairs

Submitted: 2 of 3

Health Wellness VP for Student Affairs Baseline Standards FY 2014

Description of Responsibility DISCLOSURE FORMS 1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for Admin Admin Services Admin Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. ACCOUNTS RECEIVABLE 1 Estending of credit, 3 Collection. AR Recording. NA 2 Billing. NA 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DEPARTMENTAL COMPUTING 1 Proper partments listed below Departments listed below Department	KAB		Responsible Person(s) (Name/Title)		
DISCLOSURE FORMS 1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and starf complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research and Conflict of Interest disclosure statement for the Division of Research Services 1 Extending of credit. NA 2 Billing. NA 3 Collection. NA 4 Recording. NA NA Services NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DEPARTMENTAL COMPUTING 2 Ensuring that critical data back up occurs. DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT UH University IT DSA Central IT Services U		tion of Responsibility			
Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.			Timary (Required)	Secondary (Optionar)	
annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff from Barrow/Department Business complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. ACCOUNTS RECEIVABLE 1 Extending of credit. 3 Collection. 4 Recording. 5 Monitoring credit extended. 6 Approving write-offs. NA 6 Approving write-offs. NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT DSA Central IT Serv	JIDCLO	SOIL FORMS			
annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff from Barrow/Department Business complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. ACCOUNTS RECEIVABLE 1 Extending of credit. 3 Collection. 4 Recording. 5 Monitoring credit extended. 6 Approving write-offs. 6 Approving write-offs. 7 General Accounting 8 Kim Barrow/Department Business Services 8 Kim Barrow/Department Business Services 8 Kim Barrow/Department Business Admin 8 Kim Barrow/Department Business Admin 9 Kim Barrow/Department Business Admin 9 Kim Barrow/Department Business Admin 9 Kim Barrow/Department Business Admin 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sysonsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. 5 DSA Central IT Services 9 UH University IT 9 Departments listed below Dopen Technology (PSA) 10 Dept Name 10 Dept N	1	Ensuring all employees with purchasing influence complete the	Kim Barrow/Department Business	Linda Garza/Director Business	
Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. Services complete the Consulting disclosure statement of the Division of Research. Services and all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. ACCOUNTS RECEIVABLE 1 Extending of credit. NA 2 Billing. NA 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that procedures such as password controls are followed. D DAC Central IT Services DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DEPARTMENTAL COMPUTING DESACRATION of the Services of the Util University IT DSA Central IT Services UH University IT For Departments listed below D Dept Name Dept Name Dept Name Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name UH University IT For Departments listed below D Dept Name University Career Services UH University IT For Departments listed below D Council and Psychological Services UH University IT For Departments listed below D Council and Psychological Services University Career Services C Campus Recreation					
complete the Consulting disclosure statement online. Admin Services			Kim Barrow/Department Business	Linda Garza/Director Business	
Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. ACCOUNTS RECEIVABLE					
the Division of Research. ACCOUNTS RECEIVABLE 1 Extending of credit. NA 2 Billing. NA 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that reside data back up occurs. DESA Central IT Services 1 Ensuring that procedures such as password controls are followed. Possible fund equity at year-end. DSA Central IT Services UH University IT UH University IT UH University IT DSA Central IT Services UH University IT Dept Name UH University IT UH University IT UH University IT Counseling and Psychological Services UH University IT Counseling and Psychological Services UH University IT Counseling and Psychological Services UH University IT			Kim Barrow/Department Business		
ACCOUNTS RECEIVABLE 1 Extending of credit. NA NA 2 Billing. NA 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES 1 Ensuring that I flund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. DSA Central IT Services Foollowed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT SPA Central IT Services UH University IT DSA Central IT Services UH University IT DSA Central IT Services UH University IT DSA Central IT Services UH University IT For Departments listed below D Dept Name Dept Name UD UH Health Center H00205 VPSA H00205 UPSA H00206 Ulrhan Experience Program H00210 University Career Services University Career Services H00210 Counseling and Psychological Services H00210 Counseling and Psychological Services Campus Recreation H00229 Wellness		complete the annual Conflict of Interest disclosure statement for	Admin	Linda Garza/Director Business	
1 Extending of credit. NA 2 Billing. NA 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Services 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DSA Central IT Services 1 Ensuring that procedures such as password controls are followed. Uth University IT 1 Ensuring that procedures such as password controls are followed. DSA Central IT Services UH University IT UH University IT DIA Central IT Services UH University IT UH University IT DIA Central IT Services UH University IT UH University IT DIA Central IT Services UH University IT UH University IT DIA Central IT Services UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING UH University IT OF OF Departments listed below UF UNIVERSITY IT DEPARTMENTAL COMPUTING UH				Services	
2 Billing. 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. 6 Approving write-offs. 6 Approving write-offs. 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DSA Central IT Services UH University IT 3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT DSA Central IT Services UH University IT DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT UH University IT UH University IT DEPARTMENTAL COMPUTIONS UH University IT UH University I	ACCOU	NTS RECEIVABLE			
2 Billing. NA 3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. DSA Central IT Services UH University IT 3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT DSA Central IT Services UH University IT UH Universi					
3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Services Admin 2 Ensuring that research expenditures are covered by funds from sponsors. Linda Garza/Director Busin Admin Services DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DSA Central IT Services 2 Ensuring that critical data back up occurs. DSA Central IT Services UH University IT 3 Ensuring that procedures such as password controls are followed. UH University IT 4 Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below Uh Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0202 Counseling and Psychological Services H0203 Counseling and Psychological Services H0204 Counseling and Psychological Services H0205 Counseling and Psychological Services	1	Extending of credit.	NA		
3 Collection. NA 4 Recording. NA 5 Monitoring credit extended. NA 6 Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Admin 2 Ensuring that research expenditures are covered by funds from sponsors. Linda Garza/Director Busin Admin DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. DSA Central IT Services 2 Ensuring that critical data back up occurs. DSA Central IT Services UH University IT 3 Ensuring that procedures such as password controls are followed. UH University IT 4 Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center Pharmacy H0215 Carneys Recreation H0215 Campus Recreation H0216 Center for Students with Disabilities H0210 Counseling and Psychological Services H0210 Campus Recreation	_				
4 Recording. NA Sometiment of the departments' information technology resources. Ensuring that procedures such as password controls are followed. A Reporting of suspected security violations. B Ensuring that procedures such as password controls are followed. A Reporting of suspected security violations. DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING UH University IT Services UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING UH University IT For Departments listed below UF Department Business Admin DEPARTMENTAL COMPUTING UH University IT For Departments III Services UH University IT For Departments listed below UF Department Business Admin NEMATMENTAL COMPUTION NEM	2	Billing.	NA		
4 Recording. Monitoring credit extended. Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES I Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING Management of the departments' information technology resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Basuring that procedures such as password controls are followed. Again DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT UH University IT UH University IT DSA Central IT Services UH University IT	-		27.		
5 Monitoring credit extended. 6 Approving write-offs. 6 Approving write-offs. NEGATIVE BALANCES 1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. 2 Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. DSA Central IT Services UH University IT 3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT UH University IT UH University IT UH University IT DSA Central IT Services UH University IT Evolution of suspected security violations. UH University IT UH University IT UH University IT UH University IT Evolution of suspected security violations. UH University IT Evolution of suspected security Violations. UH University IT Evolution of suspected security University IT Evolution of suspected security University IT Evolution of the department of the depart	3	Collection.	NA		
Monitoring credit extended. NA	4	D1'	NT A		
Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES I Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Bensuring that procedures such as password controls are followed. Reporting of suspected security violations. DSA Central IT Services UH University IT UH University IT UH University IT DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT DSA Central IT Serv	4	Recording.	NA		
Approving write-offs. Approving write-offs. General Accounting Kim Barrow/Department Business Admin NEGATIVE BALANCES I Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Benuring that procedures such as password controls are followed. Reporting of suspected security violations. DSA Central IT Services UH University IT UH University IT UH University IT UH University IT DSA Central IT Services UH University IT UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT UH University IT DSA Central IT Services UH University IT UH University IT UH University IT UH University IT DEPARTMENTAL COMPUTING DSA Central IT Services UH University IT UH University IT DSA Central IT Services UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING DSA Central IT Services UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING DSA Central IT Services UH University Care Services UH Uni	5	Monitoring gradit aytandad	NI A		
Business Admin	3	Wolfitoring Credit extended.	NA .		
Business Admin	6	Approving write-offs	General Accounting	Kim Barrow/Department	
NEGATIVE BALANCES	0	Approving whe ons.	General Accounting	-	
Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	NEGAT	IVE BALANCES		Business / turnin	
fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Bensuring that procedures such as password controls are followed. Reporting of suspected security violations. DSA Central IT Services UH University IT UH University IT UH University IT UH University IT For Departments listed below Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H02210 Campus Recreation H0292 Wellness	.20111				
fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Bensuring that procedures such as password controls are followed. Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H02210 Wellness	1	Ensuring that all fund groups for each Dept ID have positive	Kim Barrow/Department Business	Linda Garza/Director Business	
Ensuring that research expenditures are covered by funds from sponsors. DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING I Management of the departments' information technology resources. DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING UH University IT Services UH University IT DEPARTMENTAL COMPUTING DEPARTMENTAL COMPUTING UH University IT Services UH University IT DEPARTMENTAL COMPUTING UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT UH Universi			_		
DEPARTMENTAL COMPUTING 1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. 3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT DSA Central IT Services UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT DSA Central IT Services UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT DSA Central IT Services UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTING UH University IT DSA Central IT Services UH University IT UH University IT DEPARTMENTAL COMPUTING UH University IT DEPARTMENTAL COMPUTION UH University IT UH University IT UH University IT DEPARTMENTAL COMPUTION UH University IT UH University IT DEPARTMENTAL COMPUTION UH University IT UH University IT DEPARTMENTAL COMPUTION UH University IT UH University			Kim Barrow/Department Business	Linda Garza/Director Business	
1 Management of the departments' information technology resources. 2 Ensuring that critical data back up occurs. 3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT 4 Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H02210 Campus Recreation H0292 Wellness		sponsors.	Admin	Services	
resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Bensuring that procedures such as password controls are followed. Reporting of suspected security violations. DSA Central IT Services UH University IT DSA Central IT Services UH University IT For Departments listed below Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center Pharmacy H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness	DEPAR'	TMENTAL COMPUTING			
resources. Ensuring that critical data back up occurs. DSA Central IT Services UH University IT Bensuring that procedures such as password controls are followed. Ensuring of suspected security violations. DSA Central IT Services UH University IT DSA Central IT Services UH University IT DSA Central IT Services UH University IT UH University IT Dept Name Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness					
2 Ensuring that critical data back up occurs. DSA Central IT Services UH University IT 3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT DSA Central IT Services UH University IT For Departments listed below ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness	1	Management of the departments' information technology	DSA Central IT Services		
Bensuring that procedures such as password controls are followed.				UH University IT	
3 Ensuring that procedures such as password controls are followed. 4 Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness	2	Ensuring that critical data back up occurs.	DSA Central IT Services		
followed. Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0200 Counseling and Psychological Services H0215 Campus Recreation H0220 Wellness				UH University IT	
4 Reporting of suspected security violations. DSA Central IT Services UH University IT For Departments listed below ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness			DSA Central IT Services		
UH University IT				UH University IT	
For Departments listed below ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness	4	Reporting of suspected security violations.	DSA Central IT Services	******	
ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness				UH University IT	
ID Dept Name H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness	For Dag	ortmants listed below			
H0205 VPSA H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness	-				
H0206 Urban Experience Program H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness		1			
H0207 UH Health Center H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness					
H0208 UH Health Center Pharmacy H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness					
H0215 University Career Services H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness					
H0216 Center for Students with Disabilities H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness					
H0220 Counseling and Psychological Services H0225 Campus Recreation H0292 Wellness					
H0225 Campus Recreation H0292 Wellness					
H0292 Wellness					
H0698 Forensics		Forensics			
lmg 7/31/13				lmg 7/31/13	

Submitted: 3 of 3