

Engineering Technology (H0139)  
College of Technology  
Baseline Standards  
FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	NA - College Business Manual is maintained through the Dean's Office	Heidar Malki, Dept Chair
2	Updating the Baseline Standards Form.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Student Worker	Eduardo Cortes, DBA
2	Reviewing cost center verifications.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
3	Approving cost center verifications.	Dpt Chr or PI's	Heidar Malki, Dept Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
2	Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
3	Ensuring that goods and services are received and that timely payment is made.	Eduardo Cortes, DBA	Eduardo Cortes, DBA
4	Ensuring correct account coding on purchases documents.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
5	Primary contact for inquiries to expenditure transactions.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Information Desk Assistant	Jeanie Perdue, Exec Secretary
2	Reconciling bi-weekly leave accruals to the HR System.	Information Desk Assistant	Jeanie Perdue, Exec Secretary
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Information Desk Assistant	Jeanie Perdue, Exec Secretary
4	Ensuring all monthly leave is recorded and approved in the HR System.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
6	Completing termination clearance procedures.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
8	Paycheck distribution.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
9	Maintaining departmental Personnel files.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
10	Ensuring valid authorization of new hires.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
11	Ensuring valid authorization of changes in compensation rates.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
12	Ensuring the accurate input of changes to the HR System.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA

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13	Propriety of leave account classification on time records.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
14	Consistent and efficient responses to inquiries.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
CASH HANDLING			
1	Collecting cash, checks, etc.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
2	Reconciling cash, checks, etc. to receipts.	Eduardo Cortes, DBA	Jeanie Perdue, Exec Secretary
3	Preparing deposits.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
4	Preparing Journal Entries.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
5	Verifying deposits posted correctly in the Finance System.	Eduardo Cortes, DBA	Eduardo Cortes, DBA
6	Adequacy of physical safeguards.	Eduardo Cortes, DBA	Eduardo Cortes, DBA
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Jeanie Perdue, Exec Secretary	Heidar Malki, Dept Chair
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
10	Updating Cash Handling Procedures as needed.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
12	Consistent and efficient responses to inquiries.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
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	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	NA	
2	Ensuring employees review their long distance and/or cell phone charge reports.	NA	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Jeanie Perdue, Exec Secretary	Eduardo Cortes, DBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair

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PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Gordo Taylor, Lab Manager	Eduardo Cortes, DBA
2	Ensuring the annual inventory was completed correctly.	Karen Tran, Fin Coord	Heidar Malki, Dept Chair
3	Tagging equipment.	Karen Tran, Fin Coord	Heidar Malki, Dept Chair
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Assoc, Dean	Zagui Paredes,CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Eduardo Cortes, DBA/Amy Jones,RA	Heidar Malki, Dept Chair
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.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean