Texas Manufacturing Assistance Center (H0281)
College of Technology
Baseline Standards
FY2013

| Description of Responsibility | Responsible Person(s) (Name/Title) | |
	Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1 Ensuring the Departmental Policy and Procedures manual is current.	Eduardo Cortes, DBA	Ann Pham , Regional Director
2 Updating the Baseline Standards Form.	Eduardo Cortes, DBA	Ann Pham , Regional Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	Carlos Correa Student, Worker	Eduardo Cortes, DBA
2 Reviewing cost center verifications.	Eduardo Cortes, DBA	Ann Pham , Regional Director
3 Approving cost center verifications.	Director or PI's	Eduardo Cortes, DBA
4 Ensuring all cost centers are verified/approved on a timely basis.	Eduardo Cortes, DBA	Ann Pham , Regional Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Eduardo Cortes, DBA	Ann Pham , Regional Director
2 Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes, DBA	Ann Pham , Regional Director
3 Ensuring that goods and services are received and that timely payment is made.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
4 Ensuring correct account coding on purchases documents.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
5 Primary contact for inquiries to expenditure transactions.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
PAYROLL / HUMAN RESOURCES		
1 Reconciling approved bi-weekly leave requests to time and effort reports.	Information Desk Assistant	Eduardo Cortes, DBA
2 Reconciling bi-weekly leave accruals to the HR System.	Information Desk Assistant	Eduardo Cortes, DBA
3 Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Information Desk Assistant	Eduardo Cortes, DBA
4 Ensuring all monthly leave is recorded and approved in the HR System.	, Information Desk Assistant	Eduardo Cortes, DBA
5 Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Information Desk Assistant	Eduardo Cortes, DBA
6 Completing termination clearance procedures.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
7 Ensuring terminated employees are no longer charged to departmental cost centers.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
8 Paycheck distribution.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
9 Maintaining departmental Personnel files.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
10 Ensuring valid authorization of new hires.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
11 Ensuring valid authorization of changes in compensation rates.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
12 Ensuring the accurate input of changes to the HR System.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
13 Propriety of leave account classification on time records.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
14 Consistent and efficient responses to inquiries.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director

CASH HANDLING		
1	Collecting cash, checks, etc.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
2	Reconciling cash, checks, etc. to receipts.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
3	Preparing deposits.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
4	Preparing Journal Entries.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
5	Verifying deposits posted correctly in the Finance System.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
6	Adequacy of physical safeguards.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Eduardo Cortes, DBA	Ann Pham , Regional Director
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eduardo Cortes, DBA	Ann Pham , Regional Director
10	Updating Cash Handling Procedures as needed.	Eduardo Cortes, DBA	Ann Pham , Regional Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	Eduardo Cortes, DBA	Ann Pham , Regional Director
12	Consistent and efficient responses to inquiries.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
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.	Thuan Nguyen, Financial Coordinator II	Jeanie Perdue, Exec Secretary
2	Ensuring employees review their long distance and/or cell phone charge reports.	Thuan Nguyen, Financial Coordinator II	Jeanie Perdue, Exec Secretary
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thuan Nguyen, Financial Coordinator II	Eduardo Cortes, DBA
CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Ann Pham , Regional Director
PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
2	Ensuring the annual inventory was completed correctly.	Eduardo Cortes, DBA	Ann Pham , Regional Director
3	Tagging equipment.	Eduardo Cortes, DBA	Ann Pham , Regional Director

4	Approving requests for removal of equipment from campus.	Ann Pham , Regional Director	Raymond Cline, Associate Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Eduardo Cortes, DBA	Ann Pham , Regional Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Eduardo Cortes, DBA	Ann Pham , Regional Director
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	Ann Pham , Regional Director
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Ann Pham , Regional Director	Zagui Paredes, Director Business Operations
2	Billing.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
3	Collection.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
4	Recording.	Thuan Nguyen, Financial Coordinator II	Ann Pham , Regional Director
5	Monitoring credit extended.	Ann Pham , Regional Director	Zagui Paredes, Director Business Operations
6	Approving write-offs.	Ann Pham , Regional Director	Zagui Paredes, Director Business Operations
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eduardo Cortes, DBA	Ann Pham , Regional Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Eduardo Cortes, DBA	Ann Pham , Regional Director
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