			on(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Zagui Paredes, Director Business	Jose Martinez, Department
	current.	Operations	Business Administrator
2	Updating the Baseline Standards Form.	Zagui Paredes, Director Business	Jose Martinez, Department
~	e patting the Buseline Standards Form.	Operations	Business Administrator
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS	Operations	Business Hammstrator
LIIVAIV	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Student Worker	Sandra Bazan, Financial
1	Preparing cost center verifications.	Student worker	Coordinator
	D ' ' ' ' ' '	G 1 D E' '1C 1	
2	Reviewing cost center verifications.	Sandra Bazan, Financial Coord	Zagui Paredes, Director Business
			Operations
3	Approving cost center verifications.	Zagui Paredes, Director Business	
		Operations	Fred Lewallen, Associate Dean
4	Ensuring all cost centers are verified/approved on a timely	Zagui Paredes, Director Business	
	basis.	Operations	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Zagui Paredes, Director Business	Jose Martinez, Department
		Operations	Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Zagui Paredes, Director Business	Jose Martinez, Department
~	Ensuring the variaty of traver and expense remioursements.	Operations	Business Administrator
3	Ensuring that goods and services are received and that timely	Sandra Bazan, Financial Coord;	Dusiness Administrator
3			
	payment is made.	Brittany Weiss,Sec 2; Elizabeth	Sandra Bazan, Financial Coord;
		Wingfield, Admin Assist; ASC	
		Office Coord, Deidra Perry,	Jose Martinez, Department
		Office Coord	Business Administrator
4	Ensuring correct account coding on purchases documents.	Sandra Bazan, Financial Coord;	
		Brittany Weiss,Sec 2; Elizabeth	
		Wingfield, Admin Assist; ASC	Sandra Bazan, Financial Coord;
		Office Coord, Deidra Perry,	Jose Martinez, Department
		Office Coord	Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Zagui Paredes, Director Business	Sandra Bazan, Financial Coord;
	Timally contact for inquiries to emperiations transactions.	Operations	Jose Martinez, Department
		Operations	Business Administrator
DAVDO	DLL / HUMAN RESOURCES		Dusiness / tullimistrator
IAIK	SEL/ HOMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Jose Martinez, Department	Zagui Paradas Director Dusing
1	·		Zagui Paredes, Director Business
	effort reports.	Business Administrator	Operations
2	Reconciling bi-weekly leave accruals to the HR System.	Jose Martinez, Department	Zagui Paredes, Director Business
		Business Administrator	Operations
3	Ensuring all bi-weekly time and effort reports are submitted to	Jose Martinez, Department	Zagui Paredes, Director Business
	Payroll.	Business Administrator	Operations
4	Ensuring all monthly leave is recorded and approved in the HR	Jose Martinez, Department	Zagui Paredes, Director Business
	System.	Business Administrator	Operations
5	Reconciling time and effort reports (bi-weekly employees) and	Jose Martinez, Department	Zagui Paredes, Director Business
	ePARs (monthly employees) to the trial and final payroll	Business Administrator	Operations
	verification reports.	1	1 *
6	Completing termination clearance procedures.	Jose Martinez, Department	Zagui Paredes, Director Business
3		Business Administrator	Operations
7	Ensuring terminated employees are no longer charged to	Jose Martinez, Department	Zagui Paredes, Director Business
1			I =
0	departmental cost centers.	Business Administrator	Operations
8	Paycheck distribution.	Jose Martinez, Department	Zagui Paredes, Director Business
		Business Administrator	Operations
9	Maintaining departmental Personnel files.	Jose Martinez, Department	Zagui Paredes, Director Business
9			I
9		Business Administrator	Operations
10	Ensuring valid authorization of new hires.	Jose Martinez, Department	Operations Zagui Paredes, Director Business

Submitted: 1 of 3

			on(s) (Name/Title)
escrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
11	Ensuring valid authorization of changes in compensation rates.	Jose Martinez, Department	Zagui Paredes, Director Business
		Business Administrator	Operations
12	Ensuring the accurate input of changes to the HR System.	Jose Martinez, Department	Zagui Paredes, Director Business
		Business Administrator	Operations
13	Propriety of leave account classification on time records.	Jose Martinez, Department	Zagui Paredes, Director Business
		Business Administrator	Operations
14	Consistent and efficient responses to inquiries.	Jose Martinez, Department	Zagui Paredes, Director Business
		Business Administrator	Operations
ASH I	HANDLING		
1	Collecting cash, checks, etc.	Sandra Bazan, Financial Coord;	
		Brittany Weiss,Sec 2; Elizabeth	
		Wingfield, Admin Assist; ASC	
		Office Coord	Elizabeth Wingfield, Admin Asst
2	Reconciling cash, checks, etc. to receipts.	Zagui Paredes, Director Business	Enduced wingstord, Flamm Floor
_	reconciling easil, enecks, etc. to receipts.	Operations Operations	Sandra Bazan, Financial Coord
3	Preparing deposits.	Sandra Bazan, Financial Coord;	Sandra Dazan, Financiai Coold
J	i reparing ucposits.		1
		Brittany Weiss, Sec 2; Elizabeth	1
		Wingfield, Admin Assist; ASC	
		Office Coord	Sandra Bazan, Financial Coord
4	Preparing Journal Entries.	Sandra Bazan, Financial Coord;	
		Brittany Weiss,Sec 2; Elizabeth	
		Wingfield, Admin Assist; ASC	
		Office Coord	Sandra Bazan, Financial Coord
5	Verifying deposits posted correctly in the Finance System.	Zagui Paredes, Director Business	Jose Martinez, Department
	The standard of the standard o	Operations	Business Administrator
6	Adequacy of physical safeguards.	Zagui Paredes, Director Business	Jose Martinez, Department
U	Adequacy of physical safeguards.	Operations	Business Administrator
7	Transporting denosity to Ctudent Einensiel Comises	UH Police Department	Business Administrator
/	Transporting deposits to Student Financial Services.	OH Police Department	
8	Ensuring deposits are made timely.	Sandra Bazan, Financial Coord;	
		Brittany Weiss,Sec 2; Elizabeth	
		Wingfield, Admin Assist; ASC	Jose Martinez, Department
		Office Coord	Business Administrator
	Ensuring all employees who handle cash have completed Cash	Zagui Paredes, Director Business	Business Hammstrator
			Jose Martinez, Department
0	Security Procedures or Cash Deposit and Security Procedures	Operations	Business Administrator
9	training.	7 1 5 1 5 1 5 1	Business Administrator
	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business	
10		Operations	Sandra Bazan, Financial Coord
	Distribution of Cash Handling Procedures to employees who	Zagui Paredes, Director Business	
11	handle cash.	Operations	
	Consistent and efficient responses to inquiries.	Sandra Bazan, Finanacial	Zagui Paredes, Director Business
		I	
12	4	Coordinator	Operations
	CASH	Coordinator	Operations
		Coordinator N/A	Operations
TTY 1	CASH Preparing petty cash disbursements.	N/A	Operations
TTY 1	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100.	N/A N/A	Operations
TTY	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized	N/A N/A	Operations
1 2 3	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes.	N/A N/A N/A	Operations
1 2	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized	N/A N/A	Operations
1 2 3	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes.	N/A N/A N/A	Operations
1 2 3 4	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes. Approving petty cash disbursements. Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each	N/A N/A N/A	Operations
1 2 3 4 5	CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes. Approving petty cash disbursements. Replenishing the petty cash fund timely.	N/A N/A N/A N/A N/A	Operations

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		Doenoneible Done	on(s) (Name/Title)
Doceria	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Forwarding employees their long distance and cell phone	N/A	Secondary (Optionar)
1	charge reports for verification.	IVA	
2	Ensuring employees review their long distance and/or cell	N/A	
_	phone charge reports.		
3		N/A	
	billing date.	, and the second	
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Zagui Paredes, Director Business	
	administration policies/procedures.	Operations	Fred Lewallen, Associate Dean
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Deidra Perry, Office Coord	Zagui Paredes, Director Business
			Operations
2	Ensuring the annual inventory was completed correctly.	Deidra Perry, Office Coord	Zagui Paredes, Director Business
			Operations
3	Tagging equipment.	Deidra Perry, Office Coord	COT IT G. 66
<u> </u>	A a service as a service for a	End Leveller A 11 D	COT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Associate Dean	Zagui Paredes, Director Business
DICCL	OCUDE EODMC		Operations
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Amy Jones, Research	Zagui Paredes, Director Business
1	annual Related Party disclosure statement online.	Administrator	Operations
2	Ensuring all full time, benefits eligible, exempt faculty and	Amy Jones, Research	Zagui Paredes, Director Business
	staff complete the Consulting disclosure statement online.	Administrator	Operations
3	Ensuring that all Principal and Co-Principal Investigators		Zagui Paredes, Director Business
	complete the annual Conflict of Interest disclosure statement	Amy Jones, Research	Operations
	for the Division of Research.	Administrator	
ACCO	JNTS RECEIVABLE		
1	In . 1	NT/A	
1	Extending of credit.	N/A	
2	Billing.	N/A	
	Dining.	IV/A	
3	Collection.	N/A	
	Concetion.	1771	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA'	TIVE BALANCES		
	<u></u>		
1	Ensuring that all fund groups for each Dept ID have positive	Zagui Paredes, Director Business	
	fund equity at year-end.	Operations	
2	Ensuring that research expenditures are covered by funds from	Zagui Paredes, Director Business	
	sponsors.	Operations	
DEPAR	TMENTAL COMPUTING		
	.	m	
1	Management of the departments' information technology	Tom Jones, Mgr Info Systems	
	resources.		Fred Lewallen, Associate Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr Info Systems	F 11 11 4 4 5 5
		m	Fred Lewallen, Associate Dean
3	Ensuring that procedures such as password controls are	Tom Jones, Mgr Info Systems	
<u> </u>	followed.	D 1 16 7 6 6	Fred Lewallen, Associate Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr Info Systems	
<u> </u>			Fred Lewallen, Associate Dean

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Engineering Technology (H0139) College of Technology Baseline Standards FY2014

Responsible Person(s) (Name/Title)

Descr	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE		
TAN	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	NA - College Business Manual is	
	current.	maintained through the Dean's Office	Heidar Malki, Dept Chair
2	Updating the Baseline Standards Form.	Eduardo Cortes Department Business	
		Administrator	Heidar Malki, Dept Chair
INAI	NCIAL REPORTING - COST CENTER VERIFICATIONS		
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	Eduardo Cortes, DBA	
•	basis.	2000.000 001.000, 2211	Heidar Malki, Dept Chair
INA	NCIAL REPORTING - EXPENDITURE TRANSACTIONS		,, 2 op o o o o o o o o o o o o o o o o o
,4 44			
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes, DBA	Joana Tan, Financial Coord
2	Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes, DBA	Joana Tan, Financial Coord
3	Ensuring that goods and services are received and that timely	Joana Tan, Financial Coord; Roneshia	
	payment is made.	Shaw, Office Coord	Eduardo Cortes, DBA
4	Ensuring correct account coding on purchases documents.	Joana Tan, Financial Coord; Roneshia	Eduardo Cortes, DBA
		Shaw, Office Coord	
5	Primary contact for inquiries to expenditure transactions.	Joana Tan, Financial Coord	Eduardo Cortes, DBA
ΔVR	L OLL / HUMAN RESOURCES		
<i>1</i> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	OLL / HOWAY RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and		Eduardo Cortes Department
•	effort reports.	Roneshia Shaw, Office Coord	Business Administrator
2	Reconciling bi-weekly leave accruals to the HR System.		Eduardo Cortes Department
_	The continuity of weekly four to use that by sterning	Roneshia Shaw, Office Coord	Business Administrator
3	Ensuring all bi-weekly time and effort reports are submitted to		Eduardo Cortes Department
	Payroll.	Roneshia Shaw, Office Coord	Business Administrator
4	Ensuring all monthly leave is recorded and approved in the HR	Trongshiu Shum, Gilist Goord	Eduardo Cortes Department
	System.	Roneshia Shaw, Office Coord	Business Administrator
5	Reconciling time and effort reports (bi-weekly employees) and	Trongshiu Shum, Gilist Goord	
	ePARs (monthly employees) to the trial and final payroll		Eduardo Cortes Department
	verification reports.	Roneshia Shaw, Office Coord	Business Administrator
6	Completing termination clearance procedures.	Trongshiu Shum, Gilist Goord	Eduardo Cortes Department
5	compressing termination electricities procedures.	Roneshia Shaw, Office Coord	Business Administrator
7	Ensuring terminated employees are no longer charged to	Toneshia bilan, office coold	Eduardo Cortes Department
′	departmental cost centers.	Roneshia Shaw, Office Coord	Business Administrator
8	Paycheck distribution.	Tonosina Biaw, Office Coola	Eduardo Cortes Department
U	1 uj chock distribution.	Roneshia Shaw, Office Coord	Business Administrator
9	Maintaining departmental Personnel files.	Tonosina Shaw, Office Coola	Eduardo Cortes Department
J	ivianitaning departmental i ersonner mes.	Roneshia Shaw, Office Coord	Business Administrator
10	Ensuring valid authorization of new hires.	Roncoma Shaw, Office Coola	Eduardo Cortes Department
10	Liburing valid audiorization of fiew filles.	Roneshia Shaw, Office Coord	Business Administrator
11	Encuring valid authorization of changes in compansation rates	Konesina Shaw, Office Coold	Eduardo Cortes Department
11	Ensuring valid authorization of changes in compensation rates.	Donashia Shaw, Office Count	-
		Roneshia Shaw, Office Coord	Business Administrator

Engineering Technology (H0139) College of Technology Baseline Standards FY2014

12	Ensuring the accurate input of changes to the HR System.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
13	Propriety of leave account classification on time records.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
14	Consistent and efficient responses to inquiries.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
CASH	HANDLING		,
1	Collecting cash, checks, etc.	Joana Tan, Financial Coord; Roneshia	
2	Reconciling cash, checks, etc. to receipts.	Shaw, Office Coord	Eduardo Cortes, DBA
	,	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
3	Preparing deposits.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
4	Preparing Journal Entries.	Joana Tan, Financial Coord; Roneshia	
5	Verifying deposits posted correctly in the Finance System.	Shaw, Office Coord	Eduardo Cortes, DBA Joana Tan, Financial Coord;
6	Adequacy of physical safeguards.	Eduardo Cortes, DBA	Roneshia Shaw, Office Coord Zagui Paredes, Director Business
	Adequacy of physical safeguards.	Eduardo Cortes, DBA	Operations
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eduardo Cortes, DBA	Zagui Paredes, Director Business Operations
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	Eduardo Cortes, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	Eduardo Cortes, DBA
12	Consistent and efficient responses to inquiries.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
	CASH	Shaw, Office Coord	
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.	NA	NA
	-		

Engineering Technology (H0139) College of Technology Baseline Standards FY2014

CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Heidar Malki, Dept Chair
PROPI	ERTY MANAGEMENT		Terdar Handi, Bept Chan
1	Performing the annual inventory.	Deidra Perry, Office Coord	Zagui Paredes, Director of Business Operations
2	Ensuring the annual inventory was completed correctly.	Deidra Perry, Office Coord	Zagui Paredes, Director of Business Operations
3	Tagging equipment.	Deidra Perry, Office Coord	COT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Assoc, Dean	Zagui Paredes, Director of Business Operations
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement	Amy Iones Descende Administrator	Zagui Paredes, Director Business Operations
ACCO	for the Division of Research. UNTS RECEIVABLE	Amy Jones, Research Administrator	
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGA	TIVE 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
DEPA	RTMENTAL 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

Human Development and Consumer Sciences (H0140) College of Technology Baseline Standards FY2014

Responsible Person(s) (Name/Title)

		Responsible Person(s) (Name/T	-
	otion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STANI			
1	Ensuring the Departmental Policy and Procedures manual is	NA - College Business Manual is	
	current.	maintained through the Dean's	
		Office	
2	Updating the Baseline Standards Form.	Eduardo Cortes Department	Marcella Norwood, Chair
		Business Administrator	Wareena Torwood, Chan
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Student worker	Kelly Le, Financial Coordinator
2	Reviewing cost center verifications.	Eduardo Cortes Department	
	Reviewing cost center verifications.	Business Administrator	Kelly Le, Financial Coordinator
3	Approving cost contact varifications	Business Authinistrator	
3	Approving cost center verifications.	Dpt Chr or PI's	Marcella Norwood, Chair
4	E	Eduardo Cortes Department	
4	Ensuring all cost centers are verified/approved on a timely	_	Kelly Le, Financial Coordinator
ETALANI	basis.	Business Administrator	· .
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.		Kelly Le, Financial Coordinator;
_		Eduardo Cortes Department	Shirin Richards, Office
		Business Administrator	Coordinator
2	Ensuring the validity of travel and expense reimbursements.		Kelly Le, Financial Coordinator;
2	Ensuring the variety of traver and expense remioursements.	Eduardo Cortes Department	Shirin Richards, Office
		Business Administrator	· ·
		Walland a Firm of all Consultrations	Coordinator
3	Ensuring that goods and services are received and that timely	Kelly Le, Financial Coordinator;	Eduardo Cortes Department
	payment is made.	Shirin Richards, Office	Business Administrator
		Coordinator	
4	Ensuring correct account coding on purchases documents.	Kelly Le, Financial Coordinator;	Eduardo Cortes Department
		Shirin Richards, Office	Business Administrator
		Coordinator	Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kelly Le, Financial Coordinator;	Eduardo Cortes Department
		Shirin Richards, Office	Business Administrator
		Coordinator	Business Administrator
PAYRO	DLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and		Eduardo Cortes Department
	effort reports.	Shirin Richards, Office Coord	Business Administrator
2	Reconciling bi-weekly leave accruals to the HR System.		Eduardo Cortes Department
	recomming of weekly leave accraals to the fix bystem.	Shirin Richards, Office Coord	Business Administrator
3	Ensuring all bi-weekly time and effort reports are submitted to		Eduardo Cortes Department
3	Payroll.	Shirin Richards, Office Coord	Business Administrator
4	Ensuring all monthly leave is recorded and approved in the HR		Eduardo Cortes Department
4	T	Shirin Richards, Office Coord	_
	System. Reconciling time and effort reports (bi-weekly employees) and	1	Business Administrator
5		Chimin Diahanda Office Coord	Eduardo Cortes Department
	ePARs (monthly employees) to the trial and final payroll	Shirin Richards, Office Coord	Business Administrator
_	verification reports.		
6	Completing termination clearance procedures.	Shirin Richards, Office Coord	Eduardo Cortes Department
		, 0	Business Administrator
7	Ensuring terminated employees are no longer charged to	Shirin Richards, Office Coord	Eduardo Cortes Department
	departmental cost centers.	Simili Renards, Office Coold	Business Administrator
8	Paycheck distribution.	Shirin Dichards Office Coord	Eduardo Cortes Department
		Shirin Richards, Office Coord	Business Administrator
9	Maintaining departmental Personnel files.	Chimin Dishards Offi C 1	Eduardo Cortes Department
		Shirin Richards, Office Coord	Business Administrator
		i e e e e e e e e e e e e e e e e e e e	

Human Development and Consumer Sciences (H0140) College of Technology Baseline Standards FY2014

10	Ensuring valid authorization of new hires.	Shirin Richards, Office Coord	Eduardo Cortes Department
11	Ensuring valid authorization of changes in compensation rates.	Shirin Richards, Office Coord	Business Administrator Eduardo Cortes Department Business Administrator
12	Ensuring the accurate input of changes to the HR System.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
13	Propriety of leave account classification on time records.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
14	Consistent and efficient responses to inquiries.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
CASH	HANDLING		
1	Collecting cash, checks, etc.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Eduardo Cortes Department Business Administrator	Marcella Norwood, Chair
3	Preparing deposits.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
4	Preparing Journal Entries.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Eduardo Cortes Department Business Administrator	Marcella Norwood, Chair
6	Adequacy of physical safeguards.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eduardo Cortes Department Business Administrator	Zagui Paredes, Director Business Operations
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	Eduardo Cortes Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	Eduardo Cortes Department Business Administrator
12	Consistent and efficient responses to inquiries.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
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	
		•	•

Human Development and Consumer Sciences (H0140) College of Technology Baseline Standards FY2014

3	Ensuring personal calls are reimbursed within 10 days from the billing date.	NA	
CONTE	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Marcella Norwood, Chair
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Deidra Perry, Office Coord	Zagui Paredes, Director of Business Operations
2	Ensuring the annual inventory was completed correctly.	Deidra Perry, Office Coord	Zagui Paredes, Director of Business Operations
3	Tagging equipment.	Deidra Perry, Office Coord	COT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Assoc Dean	Zagui Paredes, Director of Business Operations
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
ACCOU	UNTS 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	
NEGAT	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eduardo Cortes, DBA	Marcella Norwood, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Eduardo Cortes, DBA	Marcella Norwood, Chair
DEPAR	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
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Information & Logistics Technology Responsible Person(s) (Name/Title)

Desc	ription of Responsibility	Primary (Required)	Secondary (Optional)
DEP	ARTMENTAL POLICIES & PROCEDURES / BASELINE		
STA	NDARDS		
1	Ensuring the Departmental Policy and Procedures manual	NA - College Business Manual is	
	is current.	maintained through the Dean's Office	
2	Updating the Baseline Standards Form.	Jose Martinez, Department Business	I
		Administrator	Jerry Evans, Department Chair
FINA	ANCIAL REPORTING - COST CENTER		
	IFICATIONS		
	Preparing cost center verifications.		
		Student Worker	
2	Reviewing cost center verifications.	Jose Martinez, Department Business	Elizabeth Deille Einensial Count
		Administrator	Elizabeth Reilly, Financial Coord
3	Approving cost center verifications.	Jarry Evons Dopartment Chair or DI's	Jerry Evans, Department Chair
		Jerry Evans, Department Chair or PI's	Jerry Evans, Department Chan
4	Ensuring all cost centers are verified/approved on a timely	Jose Martinez, Department Business	James Evans Danastmant Chair
	basis.	Administrator	Jerry Evans, Department Chair
FINA	ANCIAL REPORTING - EXPENDITURE		
TRA	NSACTIONS		
1	Ensuring valid authorization of purchase documents.	Jose Martinez, Department Business	Elizabeth Reilly, Financial Coord;
		Administrator	May Lew, Office Coord
2	Ensuring the validity of travel and expense	Jose Martinez, Department Business	Elizabeth Reilly, Financial Coord;
	reimbursements.	Administrator	May Lew, Office Coord
3	Ensuring that goods and services are received and that	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
	timely payment is made.	Lew, Office Coord	Administrator
4	Ensuring correct account coding on purchases documents.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
5	Primary contact for inquiries to expenditure transactions.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
PAY	ROLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
	effort reports.	Lew, Office Coord	Administrator
2	Reconciling bi-weekly leave accruals to the HR System.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
3	Ensuring all bi-weekly time and effort reports are submitted	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
	to Payroll.	Lew, Office Coord	Administrator
4		Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
5	Reconciling time and effort reports (bi-weekly employees)	Elizabeth Reilly, Financial Coord; May	
	and ePARs (monthly employees) to the trial and final	Lew, Office Coord	Jose Martinez, Department Business
	payroll verification reports.	Lew, Office Coold	Administrator
6	Completing termination clearance procedures.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
7	Ensuring terminated employees are no longer charged to	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
	departmental cost centers.	Lew, Office Coord	Administrator
8	Paycheck distribution.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
_	M	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
9	Maintaining departmental Personnel files.		
9	Maintaining departmental Personnel files.	Lew, Office Coord	Administrator
10	Ensuring valid authorization of new hires.		Administrator Jose Martinez, Department Business
		Lew, Office Coord Elizabeth Reilly, Financial Coord; May	
		Lew, Office Coord	Jose Martinez, Department Business

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12	Ensuring the accurate input of changes to the HR System.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
	The second secon	Lew, Office Coord	Administrator
13	Propriety of leave account classification on time records.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
14	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Financial Coord; May	Jose Martinez, Department Business
		Lew, Office Coord	Administrator
CAS	H HANDLING		
1	Collecting cash, checks, etc.	Elizabeth Reilly, Financial Coord; May	
		Lew, Office Coord, Shantavia Settles,	Jose Martinez, Department Business
		Program Coordinator	Administrator
2	Reconciling cash, checks, etc. to receipts.	Jose Martinez, Department Business	Jerry Evans, Department Chair
		Administrator	Jerry Evans, Department Chan
3	Preparing deposits.	Elizabeth Reilly, Financial Coord; May	
		Lew, Office Coord, Shantavia Settles,	Jose Martinez, Department Business
		Program Coordinator	Administrator
4	Preparing Journal Entries.	Elizabeth Reilly, Financial Coord; May	
		Lew, Office Coord, Shantavia Settles,	Jose Martinez, Department Business
		Program Coordinator	Administrator
5	Verifying deposits posted correctly in the Finance System.		Elizabeth Reilly, Financial Coord;
		Jose Martinez, Department Business	May Lew, Office Coord, Shantavia
		Administrator	Settles, Program Coordinator
6	Adequacy of physical safeguards.	Jose Martinez, Department Business	Zagui Paredes, Director Business
		Administrator	Operations
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Elizabeth Reilly, Financial Coord; May	
		Lew, Office Coord, Shantavia Settles,	Jose Martinez, Department Business
		Program Coordinator	Administrator
	Ensuring all employees who handle cash have completed		Zagui Paredes, Director Business
	Cash Security Procedures or Cash Deposit and Security	Jose Martinez, Department Business	Operations
9	Procedures training.	Administrator	
	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business	Jose Martinez, Department Business
10		Operations	Administrator
	Distribution of Cash Handling Procedures to employees	Zagui Paredes, Director Business	Jose Martinez, Department Business
11	who handle cash.	Operations	Administrator
	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Financial Coord; May	
		Lew, Office Coord, Shantavia Settles,	Jose Martinez, Department Business
12		Program Coordinator	Administrator
PET	TY CASH		
1	Preparing petty cash disbursements.	N/A	
		13/21	
2	Ensuring petty cash disbursements are not for more than	N/A	
	\$100.	1 1/ 2 1	
3	Ensuring petty cash disbursements are made for only	N/A	
	authorized purposes.	13/11	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	NY/A	
		N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
LON	G DISTANCE / CELL PHONE CHARGES		
1	Forwarding employees their long distance and cell phone	N/A	
	charge reports for verification.	"	

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2	Ensuring employees review their long distance and/or cell phone charge reports.	N/A	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CON	TRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Jose Martinez, Department Business	Jerry Evans, Department Chair
PRO	administration policies/procedures. PERTY MANAGEMENT	Administrator	7 1
1	Performing the annual inventory.	Deidra Perry, Office Coord	Zagui Paredes, Director of Business Operations
2	Ensuring the annual inventory was completed correctly.	Deidra Perry, Office Coord	Zagui Paredes, Director of Business Operations
3	Tagging equipment.	Deidra Perry, Office Coord	COT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Assoc, Dean	Zagui Paredes, Director of Business Operations
DISC	CLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
ACC	statement for the Division of Research. COUNTS RECEIVABLE	Anny Jones, Research Administrator	
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEG	ATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jose Martinez, Department Business Administrator	Jerry Evans, Department Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Jose Martinez, Department Business Administrator	Jerry Evans, Department Chair
DEP	ARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
4	Reporting of suspected security violations.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
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Texas Manufacturing Assistance Center (H0281) College of Technology Baseline Standards FY2014

Responsible Person(s) (Name/Title)

ption of Responsibility	Primary (Required)	Secondary (Optional)
current.	through the Dean's Office	Ann Pham, Regional Director
Updating the Baseline Standards Form.	Eduardo Cortes, DBA	Ann Pham, Regional Director
ICIAL REPORTING - COST CENTER VERIFICATIONS		
Preparing cost center verifications.	Student Worker	Eduardo Cortes, DBA
Reviewing cost center verifications.	Eduardo Cortes, DBA	Ann Pham , Regional Director
Approving cost center verifications.	Director or PI's	Ann Pham , Regional Director
Ensuring all cost centers are verified/approved on a timely basis.	Eduardo Cortes, DBA	Ann Pham , Regional Director
Ensuring valid authorization of purchase documents.	Eduardo Cortes, DBA	Joana Tan, Financial Coordinator
Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes, DBA	Joana Tan, Financial Coordinator
Ensuring that goods and services are received and that timely payment is made.	Joana Tan, Financial Coordinator II	Eduardo Cortes, DBA
Ensuring correct account coding on purchases documents.	Joana Tan, Financial Coordinator II	Eduardo Cortes, DBA
Primary contact for inquiries to expenditure transactions.	Joana Tan, Financial Coordinator II	Eduardo Cortes, DBA
OLL / HUMAN RESOURCES		
Reconciling approved bi-weekly leave requests to time and effort reports.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
Reconciling bi-weekly leave accruals to the HR System.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
Ensuring all bi-weekly time and effort reports are submitted to Payroll.		Eduardo Cortes, DBA
Ensuring all monthly leave is recorded and approved in the HR		Eduardo Cortes, DBA
ePARs (monthly employees) to the trial and final payroll		Eduardo Cortes, DBA
Completing termination clearance procedures.		Eduardo Cortes, DBA
Ensuring terminated employees are no longer charged to		Eduardo Cortes, DBA
Paycheck distribution.		Eduardo Cortes, DBA
Maintaining departmental Personnel files.		Ann Pham , Regional Director
Ensuring valid authorization of new hires.		Eduardo Cortes, DBA
Ensuring valid authorization of changes in compensation rates.		Eduardo Cortes, DBA Eduardo Cortes, DBA
Ensuring the accurate input of changes to the HR System.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA Eduardo Cortes, DBA
<u> </u>	Roncoma Shaw, Office Coolu	Eduardo Cortes, DDA
	Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. CIAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. CIAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. Ensuring the validity of travel and expense reimbursements. Ensuring that goods and services are received and that timely payment is made. Ensuring correct account coding on purchases documents. Primary contact for inquiries to expenditure transactions. OLL / HUMAN RESOURCES Reconciling approved bi-weekly leave requests to time and effort reports. Reconciling bi-weekly time and effort reports are submitted to Payroll. Ensuring all bi-weekly time and effort reports are submitted to Payroll. Ensuring all monthly leave is recorded and approved in the HR System. Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires.	RTMENTAL POLICIES & PROCEDURES / BASELINE DARDS Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. CIAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. CIAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. Ensuring that goods and services are received and that timely payment is made. Ensuring correct account coding on purchases documents. Ensuring correct account coding on purchases documents. Joana Tan, Financial Coordinator II Primary contact for inquiries to expenditure transactions. DIAL / HUMAN RESOURCES Reconciling approved bi-weekly leave requests to time and effort reports. Reconciling bi-weekly time and effort reports are submitted to Payroll. Ensuring all monthly leave is recorded and approved in the HR System. Ensuring all monthly eave is recorded and approved in the HR System. Completing termination clearance procedures. Rensenshia Shaw, Office Coord Roneshia

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		FY2014	
14	Consistent and efficient responses to inquiries.	Roneshia Shaw, Office Coord	Ann Pham , Regional Director
CASH	HANDLING		
1	Collecting cash, checks, etc.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Ann Pham , Regional Director
2	Reconciling cash, checks, etc. to receipts.	Eduardo Cortes, DBA	Ann Pham, Regional Director
3	Preparing deposits.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Ann Pham , Regional Director
4	Preparing Journal Entries.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
5	Verifying deposits posted correctly in the Finance System.	Eduardo Cortes, DBA	Ann Pham , Regional Director
6	Adequacy of physical safeguards.	Eduardo Cortes, DBA	Zagui Paredes, Director Business Operations
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Joana Tan, Financial Coordinator II	Eduardo Cortes, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eduardo Cortes, DBA	Zagui Paredes, Director Business Operations
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	Eduardo Cortes, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	Eduardo Cortes, DBA
12	Consistent and efficient responses to inquiries.	Joana Tan, Financial Coord; Roneshia Shaw, Office Coord	Eduardo Cortes, DBA
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.	NA	
CONTI	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Ann Pham, Regional Director
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Deidra Perry, Office Coord	Zagui Paredes, Director Business Operations

Texas Manufacturing Assistance Center (H0281) College of Technology Baseline Standards FY2014

Ensuring the annual inventory was completed correctly.	Deidra Perry, Office Coord	Zagui Paredes, Director Business Operations
Tagging equipment.	Deidra Perry, Office Coord	COT IT Staff
Approving requests for removal of equipment from campus.	Fred Lewallen, Associate Dean	Zagui Paredes, Director Business Operations
OSURE FORMS	1 rou Dewarten, 1 issociate Dear	Operations
Ensuring all employees with purchasing influence complete the	A I D	Zagui Paredes, Director Business
Ensuring all full time, benefits eligible, exempt faculty and staff		Operations Zagui Paredes, Director Business
Ensuring that all Principal and Co-Principal Investigators	Amy Jones, Research Administrator	Operations Zagui Paredes, Director Business
complete the annual Conflict of Interest disclosure statement for the Division of Research.	Amy Jones, Research Administrator	Operations
UNTS RECEIVABLE		
Extending of credit.	Ann Pham , Regional Director	Zagui Paredes, Director Business Operations
Billing.	Joana Tan, Financial Coordinator II	Ann Pham , Regional Director
Collection.	Ann Pham , Regional Director	Eduardo Cortes, DBA
Recording.	Joana Tan, Financial Coordinator II	Ann Pham , Regional Director
Monitoring credit extended.	Ann Pham , Regional Director	Zagui Paredes, Director Business Operations
Approving write-offs.	Ann Pham , Regional Director	Zagui Paredes, Director Business Operations
TIVE BALANCES		o position in the contract of
Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eduardo Cortes, DBA	Ann Pham , Regional Director
Ensuring that research expenditures are covered by funds from sponsors.	Eduardo Cortes, DBA	Ann Pham , Regional Director
RTMENTAL COMPUTING		
Management of the departments' information technology resources.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
Ensuring that critical data back up occurs.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
Reporting of suspected security violations.	Tom Jones, Mgr IT	Fred Lewallen, Assoc, Dean
<u> </u>	Tagging equipment. Approving requests for removal of equipment from campus. LOSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. DUNTS RECEIVABLE Extending of credit. Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. Approving write-offs. TIVE BALANCES 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. RTMENTAL COMPUTING Management of the departments' information technology resources. Ensuring that critical data back up occurs.	Tagging equipment. Approving requests for removal of equipment from campus. SURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. WINTS RECEIVABLE Extending of credit. Ann Pham , Regional Director Billing. Joana Tan, Financial Coordinator II Collection. Ann Pham , Regional Director Monitoring credit extended. Ann Pham , Regional Director Ann Pham , Regional Director TIVE BALANCES 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. RTMENTAL COMPUTING Management of the departments' information technology resources. Ensuring that procedures such as password controls are followed. Reporting of suspected security violations.