College of Technology - Engineering Technology Baseline Standards FY 2016

		Responsible Person(s) (Name/Title)		
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE			
STAND	ARDS			
1	Ensuring the Departmental Policy and Procedures manual is	NA - College Business Manual is		
	current.	maintained through the Dean's	Wajiha Shireen, Dept Chair	
2	Updating the Baseline Standards Form.	Eduardo Cortes Department		
		Business Administrator	Wajiha Shireen, Dept Chair	
FINANG	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Worker		
			Eduardo Cortes, DBA	
2	Reviewing cost center verifications.	Eduardo Cortes, DBA	·	
	g	,	Wajiha Shireen, Dept Chair	
3	Approving cost center verifications.	Dpt Chr or PI's	, , , , , , , , , , , , , , , , , , ,	
			Wajiha Shireen, Dept Chair	
4	Ensuring all cost centers are verified/approved on a timely	Eduardo Cortes, DBA		
	basis.	Butter Cortes, BB11	Wajiha Shireen, Dept Chair	
FINANO	CIAL REPORTING - EXPENDITURE TRANSACTIONS		Hajina Simeen, Bept enan	
1 11 17 11 11	CHE REI ORTHO EM EMPITORE INTRODUCTIONS			
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes, DBA	Nam Nguyen, Financial Coord	
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes, DB/1	Train Trguyen, I manetar coord	
2	Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes, DBA	Nam Nguyen, Financial Coord	
2	Ensuring the validity of traver and expense reinfoursements.	Eduardo Cortes, DBA	Nam Nguyen, Pinanciai Coord	
3	Ensuring that goods and services are received and that timely	Nam Nguyen, Financial Coord;		
3	payment is made.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA	
4	Ensuring correct account coding on purchases documents.	Nam Nguyen, Financial Coord;	Eduardo Cortes, DBA	
4	Ensuring correct account coding on purchases documents.		Eduardo Cortes, DBA	
	Daimanny compact for in avaining to assume distance to assume distance to assume the same of the same	Roneshia Shaw, Office Coord Nam Nguyen, Financial Coord	Eduardo Cortes, DBA	
5	Primary contact for inquiries to expenditure transactions.	Nam Nguyen, Financiai Coord	Eduardo Cortes, DBA	
DAVDO	L DLL / HUMAN RESOURCES			
PAIRC	DLL/ HUMAN RESOURCES			
1				
1	Ensuring all bi-weekly reported time and leave are approved		Eduardo Cortes Department Business	
	before the deadlines set by Payroll, so that the correct hours are		Administrator	
	recorded and paid on each bi-weekly paycheck.	Roneshia Shaw, Office Coord		
2	Ensuring all monthly leave is recorded accurately and approved		Eduardo Cortes Department Business	
	before the deadlines set by Payroll.	Roneshia Shaw, Office Coord	Administrator	
3	Ensuring all TRAM high level exceptions are corrected in a		Eduardo Cortes Department Business	
	timely manner prior to Payroll deadlines.	Roneshia Shaw, Office Coord	Administrator	
4	Ensuring all Time Reporters (new employees and transfers) are		Eduardo Cortes Department Business	
	assigned to Time Approvers in TRAM.	Roneshia Shaw, Office Coord	Administrator	
5	Reconciling approved reported time and leave (bi-weekly &			
	monthly employees) and ePARs (biweekly & monthly		Eduardo Cortes Department Business	
	employees) to the trial and final payroll verification reports and		Administrator	
	off-cycle payrolls.	Roneshia Shaw, Office Coord		
6 7 8	Completing termination ePAR's within 24 hours of termination		Eduardo Cortes Department Business	
	and completing the termination clearance form.	Roneshia Shaw, Office Coord	Administrator	
	Ensuring terminated employees are no longer charged to		Eduardo Cortes Department Business	
	departmental cost centers.	Roneshia Shaw, Office Coord	Administrator	
			Eduardo Cortes Department Business	
	Maintaining departmental personnel files.	Roneshia Shaw, Office Coord	Administrator	
9			Eduardo Cortes Department Business	
	Consistent and efficient responses to inquiries.	Roneshia Shaw, Office Coord	Administrator	
10	Hire ePAR's should be processed at least 1 week prior to start		Eduardo Cortes Department Business	
	date.	Roneshia Shaw, Office Coord	Administrator	
11	Ensure all security access requests and training courses are		Eduardo Cortes Department Business	
I	completed 48 hours prior to necessary access changes.	Roneshia Shaw, Office Coord	Administrator	

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CASH H		Responsible Person(s) (Name/Title)		
1 2	tion of Responsibility	Primary (Required)	Secondary (Optional)	
2	HANDLING			
2	Collecting cash, checks, etc.	Nam Nguyen, Financial Coord;		
	concerning cush, enecks, etc.	Roneshia Shaw, Office Coord	Eduardo Cortes, DBA	
	Reconciling cash, checks, etc. to receipts.	Ronesina Shaw, Office Coord	Eduardo Cortes, BBT	
3	recomming cash, encount, even to recorptor	Eduardo Cortes, DBA	Wajiha Shireen, Dept Chair	
	Preparing deposits.	Nam Nguyen, Financial Coord;	, , , , , , , , , , , , , , , , , , ,	
		Roneshia Shaw, Office Coord	Eduardo Cortes, DBA	
4	Preparing Journal Entries.	Nam Nguyen, Financial Coord;		
		Roneshia Shaw, Office Coord	Eduardo Cortes, DBA	
5	Verifying deposits posted correctly in the Finance System.		Nam Nguyen, Financial Coord;	
		Eduardo Cortes, DBA	Roneshia Shaw, Office Coord	
6	Adequacy of physical safeguards of cash receipts and		Zagui Paredes, Director Business	
	equivalent.	Eduardo Cortes, DBA	Operations	
7	Secure deposits via UHDPS to Student Financial Services.	UH Police		
8	Ensuring deposits are made timely.	Nam Nguyen, Financial Coord;		
		Roneshia Shaw, Office Coord	Eduardo Cortes, DBA	
	Ensuring all employees who handle cash have completed Cash	Eduardo Cortes, DBA	Zagui Paredes, Director Business	
	Security Procedures or Cash Deposit and Security Procedures training.		Operations	
	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business	Eduardo Cortes, DBA	
10	epating cash randing riocedures as needed.	Operations	Data Control, DDA	
11	Distribution of Cash Handling Procedures to employees who	Zagui Paredes, Director Business	Eduardo Cortes, DBA	
	handle cash.	Operations	Eduardo Cortes, BB/1	
	Consistent and efficient responses to inquiries.	Nam Nguyen, Financial Coord;	Eduardo Cortes, DBA	
12	consistent and efficient responses to inquiries.	Roneshia Shaw, Office Coord	Eduardo Cortes, EE 1	
ETTY	CASH	Ronesma Snaw, 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	NA		
	purposes.			
	Approving petty cash disbursements.	NA		
5	Replenishing the petty cash fund timely.	NA		
	Ensuring the petty cash fund is balanced after each	NA		
6	disbursement.	11/1		
	ACT ADMINISTRATION			
	ACT ADMINISTRATION			
CONTR		Eduardo Cortes, DBA		
ONTR.	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Wajiha Shireen, Dept Chair	
ONTR.	Ensuring departmental personnel comply with contract	Eduardo Cortes, DBA	Wajiha Shireen, Dept Chair	
ONTR. 1 ROPER	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT			
CONTR. 1 ROPER	Ensuring departmental personnel comply with contract administration policies/procedures.		Zagui Paredes, Director Business	
CONTR. 1 ROPER	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations	
ONTR. 1 ROPER	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT	Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business	
CONTR. 1 ROPER 1 2	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business Operations	
ONTR. 1 ROPER 1 2	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business	
CONTR. 1 PROPER 1 2 3	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business Operations COT IT Staff Zagui Paredes, Director Business	
CONTR. 1 ROPER 1 2 3 4	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus.	Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business Operations COT IT Staff	
1 ROPER 1 2 3 4	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business Operations COT IT Staff Zagui Paredes, Director Business	
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ONTR. 1 ROPER 1 2 3 4 DISCLO	Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. DSURE FORMS Ensuring all employees with purchasing influence complete the	Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator Nancy Sanger, Office Coordinator Heidar Malki, Associate Dean Amy Jones, Research	Zagui Paredes, Director Business Operations Zagui Paredes, Director Business Operations COT IT Staff Zagui Paredes, Director Business Operations Zagui Paredes, Director Business	
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	Responsible Person(s) (Name/Title)		rson(s) (Name/Title)
Description of Responsibility		Primary (Required)	Secondary (Optional)
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.	Zagui Paredes, Director Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Zagui Paredes, Director Business Operations	
DEPARTMENTAL COMPUTING		openius.	
1	Management of the departments' information technology resources.	Tom Jones, Mgr Info Systems□	Heidar Malki, Associate Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr Info Systems□	Heidar Malki, Associate Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr Info Systems□	Heidar Malki, Associate Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr Info Systems□	Heidar Malki, Associate Dean

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