Description of Responsibility   Primary (Required)   Secondary (Optional)			Responsible Person(s) (Name/Ti	tle)
DEPARTMENTAL POLACIES & PROCEDURES / BASELINE	Descrip	tion of Responsibility		
1 Ensuring the Departmental Policy and Procedures manual is current. 2 Updating the Buseline Standards Form.  PRANCIAL REPORTING - COST CENTER VERIFICATIONS 1 Preparing cost center verifications. 2 Reviewing cost center verifications. 3 Approving cost center verifications. 4 Ensuring all cost centers are verifications. 5 Sandra Bazan, Asst. Bus. 6 Administrator 7 Zagui Paredes, Director of Business Operations 8 Sandra Bazan, Asst. Bus. 8 Administrator 8 Zagui Paredes, Director of Business Operations 9 Ensuring all cost centers are verifications. 1 Ensuring all cost centers are verifications. 2 Ensuring all cost centers are verifications of purchase documents. 5 Ensuring all cost centers are verifications of purchase documents. 6 Ensuring and Ensuring valid authorization of purchase documents. 6 Ensuring that goods and services are received and that timely payment is made.  4 Ensuring correct account coding on purchases documents. 6 Ensuring correct account coding on purchases documents. 6 Primary contact for inquiries to expenditure transactions. 6 Primary contact for inquiries to expenditure transactions. 7 Primary contact for inquiries to expenditure transactions. 8 Ensuring all in-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly guspacheck. 9 Ensuring all in-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are assigned to Time Approvers in TRAM. 8 Ensuring approved reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are assigned to Time Approvers in TRAM. 9 Ensuring all TRAM high termination cleanance form. 9 Consistent and efficient responses to inquiries. 9 Consistent and efficient responses to inquiries. 9 Consistent and efficient responses to inquiries. 1 Ensured all Security access requests and training courses are Ensured and efficient responses for inquiries. 1 Ensured all repairment and efficient res			-	-
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Maintaining departmental personnel files.   Business Administrator   Operations		departmental cost centers.		
Jose Martinez, Department   Zagui Paredes, Director Busines	8			
Consistent and efficient responses to inquiries.   Business Administrator   Operations		Maintaining departmental personnel files.		1 1
10   Hire ePAR's should be processed at least 1 week prior to start date.   Jose Martinez, Department Business Administrator   Jose Martinez, Department   Zagui Paredes, Director Busines   Operations   Jose Martinez, Department   Zagui Paredes, Director Busines   Jose Martinez, Department   Zagui Paredes, Director Busines   Department   De	9		Jose Martinez, Department	Zagui Paredes, Director Business
Hire ePAR's should be processed at least 1 week prior to start date.   Jose Martinez, Department Business Administrator   Jose Martinez, Department   Zagui Paredes, Director Busines   Operations   Jose Martinez, Department   Zagui Paredes, Director Busines   Jose Martinez, Department   Zagui Paredes, Director Busines   Department   Departm		Consistent and efficient responses to inquiries.	Business Administrator	Operations
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11 Ensure all security access requests and training courses are Jose Martinez, Department Zagui Paredes, Director Busines			_	
	11			
ICOMDIERO 45 DOUTS DITOR TO DECESSARY ACCESS CHARGES THE LEGISLES Administrator Hiberations		completed 48 hours prior to necessary access changes.	Business Administrator	Operations

Submitted: 1 of 4

		Responsible Person(s) (Name/Ti	
	tion of Responsibility	Primary (Required)	Secondary (Optional)
	HANDLING		
1	Collecting cash, checks, etc.		
		Sandra Bazan, Asst. Bus.	
		Administrator; Christina Heisman,	
		Exec. Admin Asst; Deidra Perry,	
		Admin. Coord; Coordinator; ASC	Jose Martinez, Department Business
		Office Coordinator	Administrator
2	Reconciling cash, checks, etc. to receipts.	Zagui Paredes, Director Business	Sandra Bazan, Asst. Business
3	Preparing deposits.	Operations Sandra Bazan, Asst. Bus.	Administrator
3	Preparing deposits.	Administrator; Deidra Perry,	
		Admin. Coord; Coordinator; ASC	Sandra Bazan, Asst. Business
		Office Coordinator	Administrator
4	Preparing Journal Entries.	Sandra Bazan, Asst. Bus.	7 turmistrator
7	reparing souther Entries.	Administrator; Deidra Perry,	
		Admin. Coord; Coordinator; ASC	Sandra Bazan, Asst. Business
		Office Coordinator	Administrator
5	Verifying deposits posted correctly in the Finance System.	Zagui Paredes, Director Business	Jose Martinez, Department Business
	, , , , , , , , , , , , , , , , , , ,	Operations	Administrator
6	Adequacy of physical safeguards of cash receipts and	Zagui Paredes, Director Business	Jose Martinez, Department Business
	equivalent.	Operations	Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Sandra Bazan, Asst. Bus.	
		Administrator; Deidra Perry,	
		Admin. Coord; Coordinator; ASC	Jose Martinez, Department Business
		Office Coordinator	Administrator
9	Ensuring all employees who handle cash have completed Cash		
	Security Procedures or Cash Deposit and Security Procedures	Zagui Paredes, Director Business	Jose Martinez, Department Business
	training.	Operations	Administrator
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business	Sandra Bazan, Asst. Business
		Operations	Administrator
11	Distribution of Cash Handling Procedures to employees who	Zagui Paredes, Director Business	
12	handle cash.	Operations Sandra Bazan, Asst. Business	Zagui Paredes, Director Business
12	Consistent and efficient responses to inquiries.	Administrator	Operations
PETTY	CVZA	Administrator	Operations
	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	1771	
_	Ensuring petry cash disoursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized	1771	
	purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
	Ensuring the petty cash fund is balanced after each		
	disbursement.	N/A	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Zagui Paredes, Director Business	
	administration policies/procedures.	Operations	Heidar Malki, Associate Dean
	RTY MANAGEMENT		
1	Performing the annual inventory.		Zagui Paredes, Director Business
		Nancy Sanger, Office Coordintor	Operations
2	Ensuring the annual inventory was completed correctly.		Zagui Paredes, Director Business
<u> </u>		Nancy Sanger, Office Coordintor	Operations
3	Tagging equipment.	Name Canada OCC C. II	COT IT Staff
<u> </u>		Nancy Sanger, Office Coordintor	COT IT Staff
4	Approving requests for removal of equipment from campus.	HILL MILL A CONTROL	Zagui Paredes, Director Business
DIG ST	COLUMN FORMS	Heidar Malki, Associate Dean	Operations
	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Amy Iones Passarah	Zagui Paradas Director Pusiness
	annual Related Party disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Aministrator Amy Jones, Research	Operations Zagui Paredes, Director Business
	complete the Consulting disclosure statement online.	Administrator	Operations
ļ	complete the Consuming disclosure statement online.	1 Minimonator	Operations

Submitted: 2 of 4

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for	Amy Jones, Research	Zagui Paredes, Director Business
	the Division of Research.	Administrator	Operations

Submitted: 3 of 4

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
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	
NEGATIVE BALANCES			
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	
<b>DEPAR</b>	TMENTAL COMPUTING		
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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