## Center for Technology Literacy- H0423 Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAI	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		
2	Updating the Baseline Standards Form.	Jose Martinez, Department		
-		Business Administrator	Daniel Cassler, Department Chair	
	CIAL REPORTING - COST CENTER VERIFICATIONS	Business / Kimmstrator	Builder Cussier, Bepartment Chair	
11 17 11 1				
1	Preparing cost center verifications.		Jose Martinez, Department Business	
1	repaining cost center vernications.	Student Worker	Administrator	
2	Reviewing cost center verifications.	Jose Martinez, Department	Administrator	
2	Reviewing cost center verifications.		Elizabeth Reilly, Financial Coord	
2		Business Administrator		
3	Approving cost center verifications.	Daniel Cassler, Department Chair		
		or PI's	Daniel Cassler, Department Chair	
4	Ensuring all cost centers are verified/approved on a timely	Jose Martinez, Department		
	basis.	Business Administrator	Daniel Cassler, Department Chair	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jose Martinez, Department	Elizabeth Reilly, Financial Coord; TBD, Office	
		Business Administrator	Coord	
2	Ensuring the validity of travel and expense reimbursements.	Jose Martinez, Department	Elizabeth Reilly, Financial Coord; TBD, Office	
		Business Administrator	Coord	
3	Ensuring that goods and services are received and that timely	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
-	payment is made.	Mayra Gonzalez, Office Coord	Administrator	
4	Ensuring correct account coding on purchases documents.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
•	8	Mayra Gonzalez, Office Coord	Administrator	
5	Primary contact for inquiries to expenditure transactions.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
5	rinnary contact for inquiries to expenditure transactions.	Mayra Gonzalez, Office Coord	Administrator	
DAVR	DLL / HUMAN RESOURCES	Wayta Golizalez, Office Coold		
AIN	JEL / HOMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved			
1		Elizabeth Reilly, Financial Coord;		
	before the deadlines set by Payroll, so that the correct hours are	Mayra Gonzalez, Office Coord	Jose Martinez, Department Business	
	recorded and paid on each bi-weekly paycheck.		Administrator	
2	Ensuring all monthly leave is recorded and approved before the	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
	deadlines set by Payroll.	Mayra Gonzalez, Office Coord	Administrator	
3	Reconciling approved reported time and leave (bi-weekly	Elizabeth Reilly, Financial Coord;		
	employees) and ePARs (monthly employees) to the trial and		Jose Martinez, Department Business	
	final payroll verification reports.	Mayra Gonzalez, Office Coord	Administrator	
4	Completing termination clearance procedures.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
		Mayra Gonzalez, Office Coord	Administrator	
5	Ensuring terminated employees are no longer charged to	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
	departmental cost centers.	Mayra Gonzalez, Office Coord	Administrator	
6	Maintaining departmental Personnel files.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
5		Mayra Gonzalez, Office Coord	Administrator	
7	Ensuring valid authorization of new hires.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
'	Languard Valid autorization of new lines.	Mayra Gonzalez, Office Coord	Administrator	
Ŷ	Encuring valid authorization of changes in companyation rates	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
8	Ensuring valid authorization of changes in compensation rates.	•	_	
9	Encoder de construirement of de la d	Mayra Gonzalez, Office Coord	Administrator	
	Ensuring the accurate input of changes to the HR System.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business	
9				
-		Mayra Gonzalez, Office Coord	Administrator	
10	Consistent and efficient responses to inquiries.	Mayra Gonzalez, Office Coord Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Administrator Jose Martinez, Department Business Administrator	

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Descrin	<u> </u>		le Person(s) (Name/Title)
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CASH I	HANDLING		
1	Collecting cash, checks, etc.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business
1	concerning easily, enceks, etc.	Mayra Gonzalez, Office Coord,	Administrator
2	Reconciling cash, checks, etc. to receipts.	Jose Martinez, Department	
2	Reconcining cash, checks, etc. to receipts.	Business Administrator	Daniel Cassler, Department Chair
3	Preparing deposits.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business
5	repaining deposits.	Mayra Gonzalez, Office Coord,	Administrator
4	Preparing Journal Entries.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business
7	repaing Journal Entries.	Mayra Gonzalez, Office Coord,	Administrator
5	Verifying deposits posted correctly in the Finance System.	Jose Martinez, Department	Elizabeth Reilly, Financial Coord; TBD, Office
U		Business Administrator	Coord, Shantavia Settles, Program Coordinator
6	Adequacy of physical safeguards of cash receipts and	Jose Martinez, Department	David McMullen, Director Business Operations
0	equivalent.	Business Administrator	David Meinanen, Director Dusiness operation
7	Secure deposits via UHDPS to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business
	==============================	Mayra Gonzalez, Office Coord,	Administrator
9	Ensuring all employees who handle cash have completed Cash	,,,,	David McMullen, Director Business Operations
	Security Procedures or Cash Deposit and Security Procedures	Jose Martinez, Department	,r-ration
	training.	Business Administrator	
10	Updating Cash Handling Procedures as needed.	David McMullen, Director	Jose Martinez, Department Business
-		Business Operations	Administrator
11	Distribution of Cash Handling Procedures to employees who	David McMullen, Director	Jose Martinez, Department Business
-	handle cash.	Business Operations	Administrator
12	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Financial Coord;	Jose Martinez, Department Business
		Mayra Gonzalez, Office Coord,	Administrator
ETTY	CASH		
		37/4	
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
		NT/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
5	Replemisting the petty cash fund timery.	11/21	
6	Ensuring the petty cash fund is balanced after each	N/A	
ONTE	disbursement. RACT ADMINISTRATION		
UNIN	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Jose Martinez, Department	
1	Ensuring departmental personnel comply with conduct	· •	Daniel Cassler, Department Chair
	administration policies/procedures	Business Administrator	
ROPE	administration policies/procedures.	Business Administrator	Daniel Cassier, Department Chan
ROPE	administration policies/procedures. RTY MANAGEMENT	Business Administrator	Damer Cassier, Department Chair
PROPE	RTY MANAGEMENT	Business Administrator Tom Jones, IT Director	
	RTY MANAGEMENT		David McMullen, Director Business Operations
1	RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Tom Jones, IT Director Tom Jones, IT Director	David McMullen, Director Business Operation David McMullen, Director Business Operation
1	RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Tom Jones, IT Director	David McMullen, Director Business Operations
1	RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Tom Jones, IT Director Tom Jones, IT Director	David McMullen, Director Business Operation David McMullen, Director Business Operation COT IT Staff
1 2 3 4	RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director	David McMullen, Director Business Operation David McMullen, Director Business Operation COT IT Staff
1 2 3 4 DISCLO	RTY MANAGEMENT         Performing the annual inventory.         Ensuring the annual inventory was completed correctly.         Tagging equipment.         Approving requests for removal of equipment from campus.         OSURE FORMS	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director Heidar Malki, Associate Dean	David McMullen, Director Business Operation David McMullen, Director Business Operation COT IT Staff
1 2 3 4	RTY MANAGEMENT         Performing the annual inventory.         Ensuring the annual inventory was completed correctly.         Tagging equipment.         Approving requests for removal of equipment from campus.         OSURE FORMS         Ensuring all employees with purchasing influence complete the	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director Heidar Malki, Associate Dean Sarah Scott, Research	David McMullen, Director Business Operations David McMullen, Director Business Operations COT IT Staff David McMullen, Director Business Operations
1 2 3 4 DISCLO 1	RTY MANAGEMENT         Performing the annual inventory.         Ensuring the annual inventory was completed correctly.         Tagging equipment.         Approving requests for removal of equipment from campus.         OSURE FORMS         Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director Heidar Malki, Associate Dean Sarah Scott, Research Administrator	David McMullen, Director Business Operations David McMullen, Director Business Operations COT IT Staff David McMullen, Director Business Operations
1 2 3 4 DISCLO	RTY MANAGEMENT         Performing the annual inventory.         Ensuring the annual inventory was completed correctly.         Tagging equipment.         Approving requests for removal of equipment from campus.         OSURE 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	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director Heidar Malki, Associate Dean Sarah Scott, Research Administrator Sarah Scott, Research	David McMullen, Director Business Operations David McMullen, Director Business Operations COT IT Staff David McMullen, Director Business Operations David McMullen, Director Business Operations
1 2 3 4 DISCLO 1 2	RTY MANAGEMENT         Performing the annual inventory.         Ensuring the annual inventory was completed correctly.         Tagging equipment.         Approving requests for removal of equipment from campus.         OSURE 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.	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director Heidar Malki, Associate Dean Sarah Scott, Research Administrator Sarah Scott, Research Administrator	David McMullen, Director Business Operations David McMullen, Director Business Operations COT IT Staff David McMullen, Director Business Operations David McMullen, Director Business Operations
1 2 3 4 DISCLO	RTY MANAGEMENT         Performing the annual inventory.         Ensuring the annual inventory was completed correctly.         Tagging equipment.         Approving requests for removal of equipment from campus.         OSURE 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	Tom Jones, IT Director Tom Jones, IT Director Tom Jones, IT Director Heidar Malki, Associate Dean Sarah Scott, Research Administrator Sarah Scott, Research Administrator Sarah Scott, Research	David McMullen, Director Business Operations David McMullen, Director Business Operations

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		<b>Responsible Person(s)</b> (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
ACCO	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		
NEGA	TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations	
DEPA	RTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean	
2	Ensuring that critical data back up occurs.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean	
3	Ensuring that procedures such as password controls are followed.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean	
4	Reporting of suspected security violations.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean	