

AF-Central Business Services
Team 1 3
Baseline Standards
FY 2024

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.	Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.	Linda M Garza, Exec. Dir, Bus Svcs
2	Updating the Baseline Standards Form.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH)) Emilio Ontiveros, Asst Business Administrator (H0663,H0505, S0014); Vacant, Asst Business Administration (H0020, H0518, AF H0263)	Tiffany Taylor-Denson, Asst Director Bus Svcs.
2	Reviewing cost center verifications.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring all cost centers are verified/approved on a timely basis.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Designated Cost Center Manager (or designee)	Cost Center Manager Delegate (if applicable)
4	Ensuring correct account coding on purchases documents.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-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 paycheck.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2
4	Completing termination clearance procedures.	Tiffany Taylor-Denson, Asst Director Bus Svcs. / David K. Lee, Asst Director Bus Svcs.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros, Asst Business Administrator (H0663,H0505, S0014)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Tiffany Taylor-Denson, Asst Director Bus Svcs.
6	Maintaining departmental Personnel files.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2
7	Ensuring valid authorization of new hires.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2; Tiffany Taylor-Denson, Asst Director Bus Svcs.

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8	Ensuring valid authorization of changes in compensation rates.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
9	Ensuring the accurate input of changes to the HR System.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2; Tiffany Taylor-Denson, Asst Director Bus Svcs.
10	Consistent and efficient responses to inquiries.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)	Maria Vega, Financial Coordinator 2; Tiffany Taylor-Denson, Asst Director Bus Svcs.
CASH HANDLING			
1	Collecting cash, checks, etc.	Department cash handlers - on record with Department (does not include SBS, Controller, Treasury)	Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
2	Reconciling cash, checks, etc. to receipts.	Department cash handlers - on record with Department (does not include SBS, Controller, Treasury)	Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
3	Preparing deposits.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Diane Sylvester, Asst Business Administrator
4	Preparing Journal Entries.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Diane Sylvester, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Diane Sylvester, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Diane Sylvester, Asst Business Administrator
8	Ensuring deposits are made timely.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Diane Sylvester, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
10	Updating Cash Handling Procedures as needed.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
12	Consistent and efficient responses to inquiries.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A

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CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	See page 3	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir Bus. Svcs.
2	Ensuring the annual inventory was completed correctly.	See page 3	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir Bus. Svcs.
3	Tagging equipment.	See page 3	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir Bus. Svcs.
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted on page 3	Linda M Garza, Sr. Dir, Bus Svcs
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir, Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	See page 3	UIT
2	Ensuring that critical data back up occurs.	See page 3	UIT
3	Ensuring that procedures such as password controls are followed.	See page 3	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
Dept ID Department Name			
H0020	Equal Opportunity Services	PROPERTY MANAGEMENT Mandisa Oliver, Equal Opportunity Analyst	DEPARTMENTAL COMPUTING Brandia Lumpkin, User Service Spec 3
H0169	UH Police Department	Amy, Hutchings, Office Asst. 1	Richard Tappan, Campus Safety Sys. Tech
H0609	Campus Safety Administration	Brian Hall, Emergency Management Specialist	Richard Tappan, Campus Safety Sys. Tech
H0612	Emergency Management	Brian Hall, Emergency Management Specialist	Richard Tappan, Campus Safety Sys. Tech
H0173	ENV Health & Life Safety	Emmett Sullivan, EHLS Safety Manager	Richard Tappan, Campus Safety Sys. Tech
S0014	Wortham House	Jason Trippier, Dir Real Estate Services	Henry Pham, Systems Admin 1
H0505	Office of Real Estate	Jason Trippier, Dir Real Estate Services	Henry Pham, Systems Admin 1