

TcSUH- H0452
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.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
2	Updating the Baseline Standards Form.	Suqing Li, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Michele Hoffman, Assoc. Director Rresearch Ctr Adm	Adilia Vargas, Temp
2	Reviewing cost center verifications.	Thao Le, Financial Coordinator II	Suqing Li, DBA
3	Approving cost center verifications.	Cost Center Managers	Suqing Li, DBA (as delegate)
4	Ensuring all cost centers are verified/approved on a timely basis.	Suqing Li, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Cory Tristan, Financial Asst 2, Thao Le, Financial Coordinator II	Suqing Li, DBA
2	Ensuring the validity of travel and expense reimbursements.	Cory Tristan, Financial Asst 2, Thao Le, Financial Coordinator II	Suqing Li, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Cory Tristan, Financial Asst 2,	Thao Le, Financial Coordinator II Suqing Li, DBA
4	Ensuring correct account coding on purchases documents.	Cory Tristan, Financial Asst 2, Thao Le, Financial Coordinator II	Suqing Li, DBA
5	Primary contact for inquiries to expenditure transactions.	Thao Le, Financial Coordinator II	Suqing Li, DBA
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.	Supervisors Thao Le, Financial Coordinator II	Suqing Li, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Supervisors Thao Le, Financial Coordinator II	Suqing Li, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thao Le, Financial Coordinator II	Suqing Li, DBA
4	Completing termination clearance procedures.	Suqing Li, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Thao Le, Financial Coordinator II	Suqing Li, DBA
6	Maintaining departmental Personnel files.	Thao Le, Financial Coordinator II	Suqing Li, DBA
7	Ensuring valid authorization of new hires.	Thao Le, Financial Coordinator II	Suqing Li, DBA
8	Ensuring valid authorization of changes in compensation rates.	Thao Le, Financial Coordinator II	Suqing Li, DBA
9	Ensuring the accurate input of changes to the HR System.	Thao Le, Financial Coordinator II	Suqing Li, DBA
10	Consistent and efficient responses to inquiries.	Thao Le, Financial Coordinator II	Suqing Li, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Cory Tristan, Financial Assistant 2 Thao Le, Financial Coordinator II	Suqing Li, DBA
2	Reconciling cash, checks, etc. to receipts.	Thao Le, Financial Coordinator II Cory Tristan, Financial Assistant 2	Suqing Li, DBA
3	Preparing deposits.	Thao Le, Financial Coordinator II; Cory Tristan, Financial Assistant 2	Suqing Li, DBA
4	Preparing Journal Entries.	Thao Le, Financial Coordinator II; Cory Tristan, financial Assistant 2	Suqign Li, DBA
5	Verifying deposits posted correctly in the Finance System.	Thao Le, Financial Coordinator II Cory Tristan, financial Assistant 2	Suqign Li, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Thao Le, Financial Coordinator II	Suqing Li, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Cory Tristan, Financial Assistant 2	Thao Le, Financial Coordinator II
8	Ensuring deposits are made timely.	Thao Le, Financial Coordinator II Cory Tristan, financial Assistant 2	Suqing Li, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
10	Updating Cash Handling Procedures as needed.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
12	Consistent and efficient responses to inquiries.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Thao Le, Financial Coordinator II	Suqing Li, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Troy Christensen, Program Mrg. 2	Suqing Li, DBA
2	Ensuring the annual inventory was completed correctly.	Troy Christensen, Program Mrg. 2	Suqing Li, DBA
3	Tagging equipment.	Troy Christensen, Program Mrg. 2	Suqing Li, DBA
4	Approving requests for removal of equipment from campus.	Troy Christensen, Program Mrg. 2	Suqing Li, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
2	Billing.	Dezhi Wang, Research Prof. Thao Le, Financial Coordinator II	Suqing Li, DBA
3	Collection.	Cory Tristan, Financial Asst 2 Thao Le, Financial Coordinator II	Suqing Li, DBA
4	Recording.	Cory Tristan, Financial Asst 2 Thao Le, Financial Coordinator II	Suqing Li, DBA
5	Monitoring credit extended.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
6	Approving write-offs.	University of Houston	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
2	Ensuring that research expenditures are covered by funds from sponsors.	Cost Center Managers, Suqing Li, DBA	Cristina Milligan, Asst. VP for Res. Adm
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Brion Jacobs, System Administrator 1	
2	Ensuring that critical data back up occurs.	Brion Jacobs, System Administrator 1	
3	Ensuring that procedures such as password controls are followed.	Brion Jacobs, System Administrator 1	
4	Reporting of suspected security violations.	Brion Jacobs, System Administrator 1	