

Administration Finance
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Baseline Standards
FY 2021

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.	Linda M Garza/Exe. Dir Bus Svcs	Juanita Samuels/DBA
2	Updating the Baseline Standards Form.	Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kirby Mitchell/Fin Coord 2 Rosa Giannukos/Asst. DBA Erica Moore/Accountant 3	Martha Noriega Fin Coord 1
2	Reviewing cost center verifications.	Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Managers	Delegated cost center managers, if applicable.
4	Ensuring all cost centers are verified/approved on a timely basis.	Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Val Hines/Fin Coord 1 Shaniel Purcell/Fin Coord 2 Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Same as # 2	Juanita Samuels/DBA &/or Linda Garza Exe. Dir Bus Svcs
4	Ensuring correct account coding on purchases documents.	All listed in #2 & Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Same as # 2	Juanita Samuels/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.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	TRAM Managers/Supervisors.	Deirdre Taylor Asst. DBA
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. DBA	Deirdre Taylor Asst. DBA
4	Completing termination clearance procedures.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Diane Sylvester Asst. DBA	Juanita Samuels, DBA
6	Maintaining departmental Personnel files.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA
7	Ensuring valid authorization of new hires.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA
8	Ensuring valid authorization of changes in compensation rates.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA
9	Ensuring the accurate input of changes to the HR System.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA

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10 Consistent and efficient responses to inquiries.	Diane Sylvester Asst. DBA	Deirdre Taylor Asst. DBA
CASH HANDLING		
1 Collecting cash, checks, etc.	Departments respective Cashiers - on record with Department ; Valarie Hines/Fin Coord 1 Shaniel Purcell/Fin Coord 2 Martha Noriega/Fin Coord 1	Juanita Samuels/DBA
2 Reconciling cash, checks, etc. to receipts.	see # 1	Juanita Samuels/DBA
3 Preparing deposits.	see # 1	Juanita Samuels/DBA
4 Preparing Journal Entries.	Valerie Hines/Fin Coord 1 Shaniel Purcell /Fin Coord 2 Martha Noriega/Fin Coord 1	Juanita Samuels/DBA
5 Verifying deposits posted correctly in the Finance System.	Rosa Giannukos/Asst. DBA Kirby Mitchell/Fin Coord 2 Erica Moore/Accountant 3	Juanita Samuels/DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	see # 1	Juanita Samuels/DBA
7 Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8 Ensuring deposits are made timely.	see # 1	Juanita Samuels/DBA & Linda Garza Exe. Dir Bus Svcs
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Department Head & Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
10 Updating Cash Handling Procedures as needed.	Department Head & Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
11 Distribution of Cash Handling Procedures to employees who handle cash.	Department Head & Juanita Samuels/DBA	Linda M Garza/Exe. Dir Bus Svcs
12 Consistent and efficient responses to inquiries.	see # 1	Juanita Samuels/DBA
PETTY CASH		
1 Preparing petty cash disbursements.	Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
2 Ensuring petty cash disbursements are not for more than \$100.	Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
3 Ensuring petty cash disbursements are made for only authorized purposes.	Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
4 Approving petty cash disbursements.	Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
5 Replenishing the petty cash fund timely.	Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
6 Ensuring the petty cash fund is balanced after each disbursement.	Rosa Giannukos/Asst. DBA	Juanita Samuels/DBA
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Department Contract Contacts & Dewana Ferguson/Contract Analyst	Alice Tsai/Asst. Dir, Finance & Business Operation & Juanita Samuels/DBA

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PROPERTY MANAGEMENT			
1	Performing the annual inventory.	see last page	Linda M Garza/ Exe. Dir, Bus Svcs
2	Ensuring the annual inventory was completed correctly.	see last page	Linda M Garza/ Exe. Dir, Bus Svcs
3	Tagging equipment.	see last page	Juanita Samuels/DBA
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted below.	Linda M Garza/ Exe. Dir, Bus Svcs
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Diane Sylvester Asst. DBA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Diane Sylvester Asst. DBA	Juanita Samuels/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Rosa Giannukos/Asst. DBA Martha Noriega/ Fin Coord 1 Kirby Mitchell/ Fin Coord 2 Shaniel Purcell/ Fin Coord 2	Juanita Samuels/DBA
3	Collection.	Rosa Giannukos/Asst. DBA Martha Noriega/ Fin Coord 1 Kirby Mitchell/ Fin Coord 2 Shaniel Purcell/ Fin Coord 2	Juanita Samuels/DBA
4	Recording.	Rosa Giannukos/Asst. DBA Martha Noriega/ Fin Coord 1 Kirby Mitchell/ Fin Coord 2 Shaniel Purcell/ Fin Coord 2	Juanita Samuels/DBA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Devi Bala/ASST VP Bus Svcs, with approval from General Accounting and BOR	Linda M Garza/ Exe. Dir, Bus Svcs
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Juanita Samuels/DBA	Linda M Garza/ Exe. Dir, Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	see last page	UIT
2	Ensuring that critical data back up occurs.	see last page	UIT

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3 Ensuring that procedures such as password controls are followed.	see last page	UIT	
4 Reporting of suspected security violations.	ALL	ALL	
For Departments Listed Below			
DeptID	Department Name	Property Custodian	Departmental Computing
S0009	Administration & Finance	NA	UIT - USS3 - H0154 A&F Support Team
H0154	Administration & Finance	Nancy Nguyen	UIT - USS3 - H0154 A&F Support Team
H0156	Finance	Nancy Nguyen	UIT - USS3 - H0154 A&F Support Team
H0294	UH Sports & Entertainment SVC	NA	
H0614	Assoc VP for Administration	NA	UIT - USS3 - H0154 A&F Support Team
H0505	Real Estate Services	Genille A. Rodriquez	Henry Pham/ Analyst, Microsystems 2
H0518	Univ Prop Serv Operations	Genille A. Rodriquez	Henry Pham/ Analyst, Microsystems 2
S0069	Univ Prop Serv Operations	NA	Henry Pham/ Analyst, Microsystems 2
H0679	Risk Management	Christopher Durham/Functional Analyst 4	Christopher Durham/Functional Analyst 4
H0170	A&F Internal Communication	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
H0171	Auxiliary Services	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
H0174	Cougar Card	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
H0178	Parking & Trans Operation	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
H0179	Delivery Services	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
H0180	Copy & Print Services	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
H0276	Office of Sustainability	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2	Dan Olivarez/ Mgr, Coll/Div Info Svcs 2
			UIT - USS3 - H0154 A&F Support Team
			Branda Lumpkin
			Patrick McNeal
			Brian Thomas