

Business Services
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, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
2	Updating the Baseline Standards Form.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Asma Shakir, Accountant	Erica Moore Accountant 2
2	Reviewing cost center verifications.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
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.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring correct account coding on purchases documents.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
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.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
4	Completing termination clearance procedures.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
6	Maintaining departmental Personnel files.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
7	Ensuring valid authorization of new hires.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
8	Ensuring valid authorization of changes in compensation rates.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
9	Ensuring the accurate input of changes to the HR System.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
10	Consistent and efficient responses to inquiries.	Dee Taylor, Asst. DBA	Linda M Garza, Dir, Bus Svcs Diane Sylvester, Asst DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Alicia Clark/ Fin Coord 1; Zachary Louder / Financial Coord 2	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1
2	Reconciling cash, checks, etc. to receipts.	Alicia Clark/ Fin Coord 1; Zachary Louder / Financial Coord 2	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1

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3 Preparing deposits.	Alicia Clark/ Fin Coord 1; Zachary Louder / Financial Coord 2	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1
4 Preparing Journal Entries.	Alicia Clark/ Fin Coord 1; Zachary Louder / Financial Coord 2	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1
5 Verifying deposits posted correctly in the Finance System.	Linda M Garza, Executive Dir, Bus Svcs	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1
6 Adequacy of physical safeguards of cash receipts and equivalent.	Alicia Clark/ Fin Coord 1; Zachary Louder / Financial Coord 2	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1
7 Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	UH Police Dept (UH DPS)
8 Ensuring deposits are made timely.	Alicia Clark/ Fin Coord 1; Zachary Louder / Financial Coord 2	Val Hines, Financial Coordinator 1 / Asma Shakir Accountant 1
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
10 Updating Cash Handling Procedures as needed.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
11 Distribution of Cash Handling Procedures to employees who handle cash.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
12 Consistent and efficient responses to inquiries.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
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
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Dewana Ferguson, Contract Analyst	Bernadeth Dhaemers, Contracts Assistant
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	see last page	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator Linda M Garza, Executive Dir, Bus Svcs
2 Ensuring the annual inventory was completed correctly.	see last page	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator Linda M Garza, Executive Dir, Bus Svcs
3 Tagging equipment.	see last page	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator Linda M Garza, Executive Dir, Bus Svcs
4 Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted on last page	Linda M Garza, Executive Dir, Bus Svcs
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Department Head	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator Linda M Garza, Executive Dir, Bus Svcs
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Department Head	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator Linda M Garza, Executive 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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	H0169- Zachery Louder Financial Coordinator 2 H0173- Zachery Louder Financial Coordinator 2 H0609- Zachery Louder Financial Coordinator 2 H0612- Zachery Louder Financial Coordinator 2 H0611- Zachery Louder Financial Coordinator 2 H0230- Zachery Louder Financial Coordinator 2 H0303-N/A S0014-N/A	H0169- Alicia Clark/Fin Cord 1 H0173- Alicia Clark/Fin Cord 1 H0609- Alicia Clark/Fin Cord 1 H0612- Alicia Clark/Fin Cord 1 H0611- Alicia Clark/Fin Cord 1 H0230- Alicia Clark/Fin Cord 1 H0303-N/A S0014-N/A
3	Collection.	H0169- Zachery Louder Financial Coordinator 2 H0173- Zachery Louder Financial Coordinator 2 H0609- Zachery Louder Financial Coordinator 2 H0612- Zachery Louder Financial Coordinator 2 H0611- Zachery Louder Financial Coordinator 2 H0230- Zachery Louder Financial Coordinator 2 H0303-N/A S0014-N/A	H0169- Alicia Clark/Fin Cord 1 H0173- Alicia Clark/Fin Cord 1 H0609- Alicia Clark/Fin Cord 1 H0612- Alicia Clark/Fin Cord 1 H0611- Alicia Clark/Fin Cord 1 H0230- Alicia Clark/Fin Cord 1 H0303-N/A S0014-N/A
4	Recording.	H0169- Zachery Louder Financial Coordinator 2 H0173- Zachery Louder Financial Coordinator 2 H0609- Zachery Louder Financial Coordinator 2 H0612- Zachery Louder Financial Coordinator 2 H0611- Zachery Louder Financial Coordinator 2 H0230- Zachery Louder Financial Coordinator 2 H0303-N/A S0014-N/A	H0169- Alicia Clark/Fin Cord 1 H0173- Alicia Clark/Fin Cord 1 H0609- Alicia Clark/Fin Cord 1 H0612- Alicia Clark/Fin Cord 1 H0611- Alicia Clark/Fin Cord 1 H0230- Alicia Clark/Fin Cord 1 H0303-N/A S0014-N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Devi Bala/ Asst VP, Bus Svcs with approval from General Accounting & BOR	Linda M Garza, Executive Dir, Bus Svcs
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Linda M Garza, Executive Dir, Bus Svcs	Tiffany Taylor-Densen, Department Business Administrator Juanita Samuels, Department Business Administrator
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 last page	UIT
2	Ensuring that critical data back up occurs.	see last page	UIT
3	Ensuring that procedures such as password controls are followed.	see last page	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
PROPERTY MANAGEMENT			
Dept ID	Department Name	PROPERTY MANAGEMENT	DEPARTMENTAL COMPUTING
H0169	Police	H0169-Anita Couch/Police Corporal	H0169-Ron Harris/ Mgr. CSS
H0575	Environmental Health & Life Safety	H0575-Emmet Sullivan/ Mgr EHLS	H0169-Ron Harris/ Mgr. CSS
H0173	Environmental Health & Life Safety	H0173-Emmet Sullivan/ Mgr EHLS	H0169-Ron Harris/ Mgr. CSS
H0609	Campus Safety	H0609-Emmet Sullivan/ Mgr EHLS	H0169-Ron Harris/ Mgr. CSS
H0612	Emergency Management	H0612-Ginger Walker Dir Ems	H0169-Ron Harris/ Mgr. CSS
H0303	Public Art	H0303-Mike Guidry/Curator	H0230- Dan Olivarez/ User Services Spec 3
H0230	Cullen Performance Hall	H0230-Carrie Miller/Director	H0303-Dan Olivarez/ User Services Spec 3
S0014	Wortham House	S0014-Blanca Rivera/Housekeeping Lead	S0014-Henry Pham/ Analyst, Microsystems 2