

Department Name  
Baseline Standards  
FY YYYY

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
2	Updating the Baseline Standards Form.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
2	Reviewing cost center verifications.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
3	Approving cost center verifications.	Executive Officer (Ricardo Bolanos)	Dir of Programs (Connie Barr)
4	Ensuring all cost centers are verified/approved on a timely basis.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
2	Ensuring the validity of travel and expense reimbursements.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
3	Ensuring that goods and services are received and that timely payment is made.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
4	Ensuring correct account coding on purchases documents.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
5	Primary contact for inquiries to expenditure transactions.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
4	Completing termination clearance procedures.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
6	Maintaining departmental Personnel files.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
7	Ensuring valid authorization of new hires.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
8	Ensuring valid authorization of changes in compensation rates.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
9	Ensuring the accurate input of changes to the HR System.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
10	Consistent and efficient responses to inquiries.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Office Supervisor (Lisa Meza)	Dir of Programs (Connie Barr)
2	Reconciling cash, checks, etc. to receipts.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
3	Preparing deposits.	Office Supervisor (Lisa Meza)	Dir of Programs (Connie Barr)
4	Preparing Journal Entries.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
5	Verifying deposits posted correctly in the Finance System.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
7	Secure deposits via UHDPS to Student Financial Services.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
8	Ensuring deposits are made timely.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
10	Updating Cash Handling Procedures as needed.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
12	Consistent and efficient responses to inquiries.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/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	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank)
2	Ensuring the annual inventory was completed correctly.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank)
3	Tagging equipment.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank)
4	Approving requests for removal of equipment from campus.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank)
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Office Coordinator (Susan Mangum)	Dir of Programs (Connie Barr)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Ex. Director College Business Operations (James McKee)	Dir of Programs (Connie Barr)
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.	College/Division Information Technology Manager (Frank	Office Coordinator (Susan Mangum)
2	Ensuring that critical data back up occurs.	College/Division Information Technology Manager (Frank	Office Coordinator (Susan Mangum)
3	Ensuring that procedures such as password controls are followed.	College/Division Information Technology Manager (Frank	Office Coordinator (Susan Mangum)
4	Reporting of suspected security violations.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank