

Chemical Biomolecular Engineering - H0067
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.	Rachell Underwood, DBA	Loan Villon, ABA
2	Updating the Baseline Standards Form.	Rachell Underwood, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Academic Support Assistants Loan Villon, ABA	Rachell Underwood, DBA
2	Reviewing cost center verifications.	Rachell Underwood, DBA	Loan Villon, ABA
3	Approving cost center verifications.	Principal Investigators	Michael Harold, Department Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Loan Villon, ABA	Rachell Underwood, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rachell Underwood, DBA	Loan Villon, ABA
2	Ensuring the validity of travel and expense reimbursements.	Nicolette Solano, Admin. Asst. Loan Villon, ABA	Rachell Underwood, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Loan Villon, ABA	Rachell Underwood, DBA
4	Ensuring correct account coding on purchases documents.	Loan Villon, ABA	Rachell Underwood, DBA
5	Primary contact for inquiries to expenditure transactions.	Loan Villon, ABA	Rachell Underwood, 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.	Tiffany McBride, ABA	Rachell Underwood, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tiffany McBride, ABA	Rachell Underwood, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tiffany McBride, ABA	Rachell Underwood, DBA
4	Completing termination clearance procedures.	Rachell Underwood, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rachell Underwood, DBA	Tiffany McBride, ABA
6	Maintaining departmental Personnel files.	Rachell Underwood, DBA	Tiffany McBride, ABA
7	Ensuring valid authorization of new hires.	Rachell Underwood, DBA	Tiffany McBride, ABA
8	Ensuring valid authorization of changes in compensation rates.	Rachell Underwood, DBA	Tiffany McBride, ABA
9	Ensuring the accurate input of changes to the HR System.	Rachell Underwood, DBA	Tiffany McBride, ABA
10	Consistent and efficient responses to inquiries.	Rachell Underwood, DBA	Tiffany McBride, ABA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Loan Villon, ABA Tiffany McBride, ABA	Nicolette Solano, Admin. Asst. Rachell Underwood, DBA
2	Reconciling cash, checks, etc. to receipts.	Loan Villon, ABA	Rachell Underwood, DBA
3	Preparing deposits.	Office of the Dean	
4	Preparing Journal Entries.	Loan Villon, ABA	Rachell Underwood, DBA
5	Verifying deposits posted correctly in the Finance System.	Rachell Underwood, DBA	Loan Villon, ABA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rachell Underwood, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Office of the Dean	
8	Ensuring deposits are made timely.	Loan Villon, ABA	Rachell Underwood, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rachell Underwood, DBA	
10	Updating Cash Handling Procedures as needed.	Office of the Dean	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rachell Underwood, DBA	
12	Consistent and efficient responses to inquiries.	Rachell Underwood, DBA	Loan Villon, ABA
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nicolette Solano, Admin. Asst. Loan Villon, ABA	Rachell Underwood, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	David Dawlearn, Lab Maintenance Supervisor	Rachell Underwood, DBA
2	Ensuring the annual inventory was completed correctly.	Michael Harold, Department Chair	Rachell Underwood, DBA
3	Tagging equipment.	David Dawlearn, Lab Maintenance Supervisor	Rachell Underwood, DBA
4	Approving requests for removal of equipment from campus.	Michael Harold, Department Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rachell Underwood, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rachell Underwood, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michael Harold, Department Chair	Rachell Underwood, DBA

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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.	Rachell Underwood, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Rachell Underwood, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Michael Harold, Department Chair	Rachell Underwood, DBA
2	Ensuring that critical data back up occurs.	ENGR College Information Systems	
3	Ensuring that procedures such as password controls are followed.	ENGR College Information Systems	
4	Reporting of suspected security violations.	ENGR College Information Systems	