

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.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
2	Updating the Baseline Standards Form.	Philip Abraham, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Philip Abraham, DBA	
2	Reviewing cost center verifications.	Chair, Account Owner, PI	
3	Approving cost center verifications.	Chair, Account Owner, PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Philip Abraham, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Philip Abraham, DBA	Gino Lim/Chair
2	Ensuring the validity of travel and expense reimbursements.	Sharon Hall, Admin Assistant	Philip Abraham, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
4	Ensuring correct account coding on purchases documents.	Philip Abraham, DBA	
5	Primary contact for inquiries to expenditure transactions.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
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.	Philip Abraham, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Philip Abraham, DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
4	Completing termination clearance procedures.	Philip Abraham, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
6	Maintaining departmental Personnel files.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
7	Ensuring valid authorization of new hires.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
8	Ensuring valid authorization of changes in compensation rates.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
9	Ensuring the accurate input of changes to the HR System.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
10	Consistent and efficient responses to inquiries.	Philip Abraham, DBA	Sharon Hall, Admin Assistant

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CASH HANDLING		
1 Collecting cash, checks, etc.	Sharon Hall, Admin Assistant	Philip Abraham, DBA
2 Reconciling cash, checks, etc. to receipts.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
3 Preparing deposits.	Office of the Dean	
4 Preparing Journal Entries.	Sharon Hall, Admin Assistant	Philip Abraham, DBA
5 Verifying deposits posted correctly in the Finance System.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
6 Adequacy of physical safeguards of cash receipts and equivalent.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
7 Secure deposits via UHDPS to Student Financial Services.	Office of the Dean	
8 Ensuring deposits are made timely.	Philip Abraham, DBA	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Philip Abraham, DBA	Office of the Dean
10 Updating Cash Handling Procedures as needed.	Office of the Dean	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Philip Abraham, DBA	
12 Consistent and efficient responses to inquiries.	Sharon Hall, Admin Assistant	Philip Abraham, DBA
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.	Philip Abraham, DBA	Sharon Hall, Admin Assistant
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Philip Abraham, DBA	
2 Ensuring the annual inventory was completed correctly.	Philip Abraham, DBA	
3 Tagging equipment.	Philip Abraham, DBA	
4 Approving requests for removal of equipment from campus.	Gino Lim, Department Chair	
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Philip Abraham, DBA	Gino Lim/Chair
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Philip Abraham, DBA	Gino Lim/Chair
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Philip Abraham, DBA	Gino Lim/Chair

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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.	Philip Abraham, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Philip Abraham, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gino Lim, Department Chair	Philip Abraham, 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	