

College of Medicine - H0557  
Baseline Standards  
FY 2021

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	No Cash Occasional check - Areli Mbaye	
2	Reconciling cash, checks, etc. to receipts.	No Cash All Other - Yolanda Buffalo	
3	Preparing deposits.	Checks - Atiner Stills	
4	Preparing Journal Entries.	Checks - Atiner Stills ACH - Yolanda Buffalo	
5	Verifying deposits posted correctly in the Finance System.	Yolanda Buffalo	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Areli Mbaye	
7	Secure deposits via UHDPS to Student Financial Services.	To Treasury Department - Areli Mbaye	
8	Ensuring deposits are made timely.	Yolanda Buffalo	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Laura John	
10	Updating Cash Handling Procedures as needed.	Areli Mbaye	Yolanda Buffalo
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	Yolanda Buffalo	
<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.	Paule Anne Lewis	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	David Garcia	
2	Ensuring the annual inventory was completed correctly.	David Garcia	
3	Tagging equipment.	David Garcia	
4	Approving requests for removal of equipment from campus.	David Garcia	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paule Anne Lewis	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paule Anne Lewis	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paule Anne Lewis	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Jo Spears	
3	Collection.	Yolanda Buffalo	
4	Recording.	Yolanda Buffalo	
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.	Jeremekia Amos	
2	Ensuring that research expenditures are covered by funds from sponsors.	Jeremekia Amos	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Paule Anne Lewis	
2	Ensuring that critical data back up occurs.	Paule Anne Lewis	
3	Ensuring that procedures such as password controls are followed.	Paule Anne Lewis	
4	Reporting of suspected security violations.	Paule Anne Lewis	