## Department Name Baseline Standards FY YYYY

Decorio		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Suleyka Cruzalta/DBA		
	current.	-	David McMullen/Dir, Bus Ops	
2	Updating the Baseline Standards Form.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Eduardo Cortes/DBA		
1	reparing cost center vermeations.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
2	Reviewing cost center verifications.	Eduardo Cortes/DBA	Buleyka Cruzala DDA	
2	Reviewing cost center vermeations.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
3	Approving cost center verifications.	Eduardo Cortes/DBA	Sucyra Ciuzaita/DDA	
5	Approving cost center vermeations.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
4	Ensuring all cost centers are verified/approved on a timely	Eduardo Cortes/DBA	Buleyka CruzalarDDN	
4	basis.	Laudido Conco/DDA	Suleyka Cruzalta/DBA	
TNAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		Sulcyka Cruzaita/DDA	
	CIAE REFORTING - EXIENDITORE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes/DBA		
1	Ensuring value authorization of purchase documents.		Suleyka Cruzalta/DBA	
2	Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes/DBA	Buleyka Cruzala DDA	
2	Ensuring the valuery of traver and expense remioursements.		Suleyka Cruzalta/DBA	
3	Ensuring that goods and services are received and that timely	Eduardo Cortes/DBA	Buleyka Cruzala DDA	
5	payment is made.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
4	Ensuring correct account coding on purchases documents.	Eduardo Cortes/DBA	Sucyra Ciuzana/DDA	
4	Ensuring correct account country on purchases documents.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
5	Primary contact for inquiries to expenditure transactions.	Eduardo Cortes/DBA	Sucyra Ciuzana/DDA	
5	i initiary contact for inquiries to expenditure transactions.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
PAVRO	DLL / HUMAN RESOURCES		Bullyka Cluzalar DBH	
11110	SEE/ HOMMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Eduardo Cortes/DBA		
•	before the deadlines set by Payroll, so that the correct hours are			
	recorded and paid on each bi-weekly paycheck.		Sularita Cranalta/DDA	
2	Ensuring all monthly leave is recorded and approved before the	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
2		Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
3	deadlines set by Payroll. Reconciling approved reported time and leave (bi-weekly	Eduardo Cortes/DBA	Suleyka Cluzalta/DBA	
3	employees) and ePARs (monthly employees) to the trial and	Equardo Cortes/DBA		
	employees) and er Aks (monting employees) to the that and			
	final normall marification non-ants		Suleyka Cruzalto/DBA	
Δ	final payroll verification reports.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
4	final payroll verification reports. Completing termination clearance procedures.	Eduardo Cortes/DBA		
	Completing termination clearance procedures.		Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
4	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to	Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
5	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers.	Eduardo Cortes/DBA		
	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to		Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
5	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Maintaining departmental Personnel files.	Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA	
5	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
5 6 7	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Maintaining departmental Personnel files. Ensuring valid authorization of new hires.	Eduardo Cortes/DBA Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
5	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Maintaining departmental Personnel files.	Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
5 6 7 8	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates.	Eduardo Cortes/DBA Eduardo Cortes/DBA Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
5 6 7	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Maintaining departmental Personnel files. Ensuring valid authorization of new hires.	Eduardo Cortes/DBA Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	
5 6 7 8	Completing termination clearance procedures. Ensuring terminated employees are no longer charged to departmental cost centers. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates.	Eduardo Cortes/DBA Eduardo Cortes/DBA Eduardo Cortes/DBA Eduardo Cortes/DBA	Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA Suleyka Cruzalta/DBA	

## Department Name Baseline Standards FY YYYY

<b>D</b>			Person(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
ASH	HANDLING		
1	Collecting cash, checks, etc.	Eduardo Cortes/DBA	
		Laura Concord DDri	Suleyka Cruzalta/DBA
2	Reconciling cash, checks, etc. to receipts.	Eduardo Cortes/DBA	
			Suleyka Cruzalta/DBA
3	Preparing deposits.	Eduardo Cortes/DBA	
			Suleyka Cruzalta/DBA
4	Preparing Journal Entries.	Eduardo Cortes/DBA	
			Suleyka Cruzalta/DBA
5	Verifying deposits posted correctly in the Finance System.	Eduardo Cortes/DBA	
			Suleyka Cruzalta/DBA
6	Adequacy of physical safeguards of cash receipts and	Eduardo Cortes/DBA	Sectoria Concelta /DDA
7	equivalent. Secure deposits via UHDPS to Student Financial Services.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA
/	Secure deposits via UHDPS to Student Financial Services.	Eduardo Cortes/DBA	Suleyka Cruzalta/DBA
8	Ensuring deposits are made timely.	Eduardo Cortes/DBA	Sucyka Cruzana/DDA
0	Ensuring deposits are made uniory.	Luuruo Cortos DBA	Suleyka Cruzalta/DBA
9	Ensuring all employees who handle cash have completed Cash	Eduardo Cortes/DBA	
-	Security Procedures or Cash Deposit and Security Procedures		
	training.		Suleyka Cruzalta/DBA
10	Updating Cash Handling Procedures as needed.	Eduardo Cortes/DBA	
			Suleyka Cruzalta/DBA
11	Distribution of Cash Handling Procedures to employees who	Eduardo Cortes/DBA	
	handle cash.		Suleyka Cruzalta/DBA
12	Consistent and efficient responses to inquiries.	Eduardo Cortes/DBA	
			Suleyka Cruzalta/DBA
PETTY	CASH		
	<b>D</b>	NT 4	
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized	NA	NA
5	purposes.		NA
4	Approving petty cash disbursements.	NA	1111
•	r sproving peup cubh alsoarsements.		NA
5	Replenishing the petty cash fund timely.	NA	
			NA
6	Ensuring the petty cash fund is balanced after each	NA	
	disbursement.		NA
CONT	RACT ADMINISTRATION		
	1		
1	Ensuring departmental personnel comply with contract	Eduardo Cortes/DBA	
	administration policies/procedures.		Suleyka Cruzalta/DBA
PROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.	Vinh Trinh/Lan Admin	
1	renoming the annual inventory.	v iiii Trinn/Lan Admin	Tom Jones/Dir, Coll Its
2	Ensuring the annual inventory was completed correctly.	Vinh Trinh/Lan Admin	
2	Lasting the unital inventory was completed contectly.		Tom Jones/Dir, Coll Its
3	Tagging equipment.	Vinh Trinh/Lan Admin	
5	00 0 - 1		Tom Jones/Dir, Coll Its
4	Approving requests for removal of equipment from campus.	Vinh Trinh/Lan Admin	,
			Tom Jones/Dir, Coll Its
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Vicki Bell/Research Admin	
	annual Related Party disclosure statement online.		David McMullen/Dir, Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Vicki Bell/Research Admin	
	complete the Consulting disclosure statement online.		David McMullen/Dir, Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators	Vicki Bell/Research Admin	
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.	1	David McMullen/Dir, Bus Ops

## Department Name Baseline Standards FY YYYY

		<b>Responsible Person(s) (Name/Title)</b>	
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	NA	NT A
2	Billing.	NA	NA
2	binnig.	NA	NA
3	Collection.	NA	
5			NA
4	Recording.	NA	
			NA
5	Monitoring credit extended.	NA	
			NA
6	Approving write-offs.	NA	NT A
NECA	TIVE BALANCES		NA
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Eduardo Cortes/DBA	
	fund equity at year-end.		Suleyka Cruzalta/DBA
2	Ensuring that research expenditures are covered by funds from	Eduardo Cortes/DBA	
	sponsors.		Suleyka Cruzalta/DBA
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Vinh Trinh/Lan Admin	
	resources.		Tom Jones/Dir, Coll Its
2	Ensuring that critical data back up occurs.	Vinh Trinh/Lan Admin	
			Tom Jones/Dir, Coll Its
3	Ensuring that procedures such as password controls are	Vinh Trinh/Lan Admin	
	followed.		Tom Jones/Dir, Coll Its
4	Reporting of suspected security violations.	Vinh Trinh/Lan Admin	
			Tom Jones/Dir, Coll Its