Department Name Baseline Standards FY YYYY

		Responsible Person(s) (Name/Title)	
	otion 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.	Kelly Le/DBA	
			Suleyka Cruzalta/DBA
2	Reviewing cost center verifications.	Kelly Le/DBA	
			Suleyka Cruzalta/DBA
3	Approving cost center verifications.	Kelly Le/DBA	
			Suleyka Cruzalta/DBA
4	Ensuring all cost centers are verified/approved on a timely	Kelly Le/DBA	
	basis.		Suleyka Cruzalta/DBA
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	kelly Le/DBA	
			Suleyka Cruzalta/DBA
2	Ensuring the validity of travel and expense reimbursements.	kelly Le/DBA	
			Suleyka Cruzalta/DBA
3	Ensuring that goods and services are received and that timely	kelly Le/DBA	
	payment is made.		Suleyka Cruzalta/DBA
4	Ensuring correct account coding on purchases documents.	kelly Le/DBA	
			Suleyka Cruzalta/DBA
5	Primary contact for inquiries to expenditure transactions.	kelly Le/DBA	
			Suleyka Cruzalta/DBA
PAYRO	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Kelly Le/DBA	
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		Suleyka Cruzalta/DBA
2	Ensuring all monthly leave is recorded and approved before the	Kelly Le/DBA	
l -	deadlines set by Payroll.		Suleyka Cruzalta/DBA
3	Reconciling approved reported time and leave (bi-weekly	Kelly Le/DBA	
	employees) and ePARs (monthly employees) to the trial and		
	final payroll verification reports.		Suleyka Cruzalta/DBA
4	Completing termination clearance procedures.	Kelly Le/DBA	
		_	Suleyka Cruzalta/DBA
5	Ensuring terminated employees are no longer charged to	Kelly Le/DBA	·
	departmental cost centers.		Suleyka Cruzalta/DBA
6	Maintaining departmental Personnel files.	Kelly Le/DBA	
			Suleyka Cruzalta/DBA
7	Ensuring valid authorization of new hires.	Kelly Le/DBA	·
			Suleyka Cruzalta/DBA
8	Ensuring valid authorization of changes in compensation rates.	Kelly Le/DBA	
		_	Suleyka Cruzalta/DBA
9	Ensuring the accurate input of changes to the HR System.	Kelly Le/DBA	
			Suleyka Cruzalta/DBA
10	Consistent and efficient responses to inquiries.	Kelly Le/DBA	
			Suleyka Cruzalta/DBA

Department Name Baseline Standards FY YYYY

d AD HIN		erson(s) (Name/Title)
otion of Responsibility HANDLING	Primary (Required)	Secondary (Optional)
DAILLING		
Collecting cash, checks, etc.	Kelly Le/DBA	
		Suleyka Cruzalta/DBA
Reconciling cash, checks, etc. to receipts.	Kelly Le/DBA	Suleyka Cruzalta/DBA
Prenaring denosits.	Kelly Le/DBA	Suleyka Ciuzaita/DBA
	•	Suleyka Cruzalta/DBA
Preparing Journal Entries.	Kelly Le/DBA	
Varifying dangeits nosted correctly in the Finance System	Kally La/DRA	Suleyka Cruzalta/DBA
verifying deposits posted correctly in the Finance System.	Kelly LeibbA	Suleyka Cruzalta/DBA
Adequacy of physical safeguards of cash receipts and	Kelly Le/DBA	
	I/ 11 I /DD 4	Suleyka Cruzalta/DBA
Secure deposits via UHDPS to Student Financial Services.	Kelly Le/DBA	Suleyka Cruzalta/DBA
Ensuring deposits are made timely.	Kelly Le/DBA	- siejim Grazana DDN
		Suleyka Cruzalta/DBA
	Kelly Le/DBA	
		Suleyka Cruzalta/DBA
Updating Cash Handling Procedures as needed.	Kelly Le/DBA	
	-	Suleyka Cruzalta/DBA
	Kelly Le/DBA	Suleyka Cruzalta/DBA
	Kelly Le/DBA	винсука Спигана/ДВА
		Suleyka Cruzalta/DBA
CASH		
Prenaring netty each dichurcemente	NΔ	
reparing petty cash disoursements.	11/1	NA
Ensuring petty cash disbursements are not for more than \$100.	NA	
	NI A	NA
	NA	NA
	NA	1111
		NA
Replenishing the petty cash fund timely.	NA	NIA
Ensuring the petty cash fund is balanced after each	NA	NA
disbursement.		NA
RACT ADMINISTRATION		
Engueing departmental personnal comply with contract	Vally La/DDA	
	Kelly Le/DBA	Suleyka Cruzalta/DBA
In of main the count	Wint Think /T	
Performing the annual inventory.	vinn Trinh/Lan Admin	Tom Jones/Dir, Coll Its
Ensuring the annual inventory was completed correctly.	Vinh Trinh/Lan Admin	Tom vonco, Dii, Con its
		Tom Jones/Dir, Coll Its
Tagging equipment.	Vinh Trinh/Lan Admin	Tom Ionas/Dia Call It-
Approving requests for removal of equipment from campus	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its
	Time Dail / Railiii	Tom Jones/Dir, Coll Its
OSURE FORMS		
Engraphy and annular assessment and the first transfer and		
Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Vicki Bell/Research Admin	David McMullen/Dir. Bus Ops
Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Vicki Bell/Research Admin Vicki Bell/Research Admin	David McMullen/Dir, Bus Ops
annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vicki Bell/Research Admin	David McMullen/Dir, Bus Ops David McMullen/Dir, Bus Ops
annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff		•
	Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries. **CASH** Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes. Approving petty cash disbursements. Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Reconciling cash, checks, etc. to receipts. Reconciling cash, checks, etc. to receipts. Reconciling cash, checks, etc. to receipts. Relly Le/DBA Preparing Journal Entries. Relly Le/DBA Verifying deposits posted correctly in the Finance System. Relly Le/DBA Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Relly Le/DBA Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Relly Le/DBA Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries. Relly Le/DBA CASH Preparing petty cash disbursements. NA Ensuring petty cash disbursements are not for more than \$100. NA Ensuring petty cash disbursements are made for only authorized purposes. Approving petty cash disbursements. NA Replenishing the petty cash fund timely. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Vinh Trinh/Lan Admin Tagging equipment. Vinh Trinh/Lan Admin

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Department Name Baseline Standards FY YYYY

		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
ACCOUNTS RECEIVABLE				
1	Extending of credit.	NA	NA	
2	Billing.	NA	NA	
3	Collection.	NA	NA	
4	Recording.	NA	NA	
5	Monitoring credit extended.	NA	NA	
6	Approving write-offs.	NA	NA	
NEGATIVE BALANCES				
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kelly Le/DBA	Suleyka Cruzalta/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Kelly Le/DBA	Suleyka Cruzalta/DBA	
DEPAF	TMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Vinh Trinh/Lan Admin	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 followed.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its	
4	Reporting of suspected security violations.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its	

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