

School of Art  
Baseline Standards Form

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.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
2	Updating the Baseline Standards Form.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Edwin Rodas (DBA)	Andrea Johnson (Office Coord.)
2	Reviewing cost center verifications.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
3	Approving cost center verifications.	Pat Deeves (Asst. Director)	Rex Koontz (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
2	Reconciling bi-weekly leave accruals to the HR System.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Edwin Rodas (DBA)	Andrea Johnson (Office Coord.)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
6	Completing termination clearance procedures.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Edwin Rodas (DBA)	
8	Paycheck distribution.	N/A	N/A
9	Maintaining departmental Personnel files.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
10	Ensuring valid authorization of new hires.	Edwin Rodas (DBA)	
11	Ensuring valid authorization of changes in compensation rates.	Edwin Rodas (DBA)	
12	Ensuring the accurate input of changes to the HR System.	Edwin Rodas (DBA)	
13	Propriety of leave account classification on time records.	Edwin Rodas (DBA)	
14	Consistent and efficient responses to inquiries.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)

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2	Reconciling cash, checks, etc. to receipts.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
3	Preparing deposits.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
4	Preparing Journal Entries.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
5	Verifying deposits to the financial system.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
6	Adequacy of physical safeguards.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
7	Transporting deposits to Student Financial Services.	UHPD	N/A
8	Ensuring deposits are made timely.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
10	Updating Cash Handling Procedures as needed.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
11	Consistent and efficient responses to inquiries.	Andrea Johnson (Office Coord.)	Edwin Rodas (DBA)
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	N/A	N/A
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
2	Ensuring the annual inventory was completed correctly.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
3	Tagging equipment.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
4	Approving requests for removal of equipment from campus.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Rex Koontz (Director)	Edwin Rodas (DBA)
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Rex Koontz (Director)	Edwin Rodas (DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Rex Koontz (Director)	Edwin Rodas (DBA)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Edwin Rodas (DBA)	Pat Deeves (Asst. Director)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)