

Military Science  
Baseline Standards  
FY 2014

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

Military Science  
Baseline Standards

FY 2014

1	Collecting cash, checks, etc.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
2	Reconciling cash, checks, etc. to receipts.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
3	Preparing deposits.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
4	Preparing Journal Entries.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
5	Verifying deposits posted correctly in the Finance System.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
6	Adequacy of physical safeguards.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
10	Updating Cash Handling Procedures as needed.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
12	Consistent and efficient responses to inquiries.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
<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>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees their long distance and cell phone charge reports for verification.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
2	Ensuring employees review their long distance and/or cell phone charge reports.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank
2	Ensuring the annual inventory was completed correctly.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank
3	Tagging equipment.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank
4	Approving requests for removal of equipment from campus.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank
<b>DISCLOSURE FORMS</b>			

Military Science  
Baseline Standards

FY 2014

1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Office Coordinator (Susan Mangum)	Ex. Director College Business Operations (Andrea Short)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Office Coordinator (Susan Mangum)	Ex. Director College Business Operations (Andrea Short)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Office Coordinator (Susan Mangum)	Ex. Director College Business Operations (Andrea Short)
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.	Ex. Director College Business Operations (Andrea Short)	Asst CBA - Finance (Isaac Davis)
2	Ensuring that research expenditures are covered by funds from sponsors.	Asst CBA - Finance (Linda Garza)	Ex. Director College Business Operations (Andrea Short)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	College/Division Information Technology Manager (Frank Mangum)	Office Coordinator (Susan Mangum)
2	Ensuring that critical data back up occurs.	College/Division Information Technology Manager (Frank Mangum)	Office Coordinator (Susan Mangum)
3	Ensuring that procedures such as password controls are followed.	College/Division Information Technology Manager (Frank Mangum)	Office Coordinator (Susan Mangum)
4	Reporting of suspected security violations.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank Mangum)