

Military Science  
Baseline Standards  
FY 2015

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.	Chairman (Michael Smith)	Asst CBA - Finance (Isaac Davis)
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)	Asst CBA - Finance (Isaac Davis)
2	Reconciling bi-weekly leave accruals to the HR System.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
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)	Asst CBA - Finance (Isaac Davis)
6	Completing termination clearance procedures.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
8	Paycheck distribution.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
9	Maintaining departmental Personnel files.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
10	Ensuring valid authorization of new hires.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Mary Duncan)
11	Ensuring valid authorization of changes in compensation rates.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
12	Ensuring the accurate input of changes to the HR System.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Mary Duncan)
13	Propriety of leave account classification on time records.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
14	Consistent and efficient responses to inquiries.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards.	N/A	
7	Transporting deposits to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	

only one sta

Military Science  
Baseline Standards  
FY 2015

10	Updating Cash Handling Procedures as needed.	Office Coordinator (Susan Mangum)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
PETTY CASH			
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	N/A	
2	Ensuring employees review their long distance and/or cell phone charge reports.	N/A	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	N/A	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Office Coordinator (Susan Mangum)	
2	Ensuring the annual inventory was completed correctly.	Office Coordinator (Susan Mangum)	
3	Tagging equipment.	Office Coordinator (Susan Mangum)	
4	Approving requests for removal of equipment from campus.	Office Coordinator (Susan Mangum)	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
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)	Asst CBA - Finance (Isaac Davis)
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.	Asst CBA - Finance (Isaac Davis)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Office Coordinator (Susan Mangum)	Asst CBA - Finance (Isaac Davis)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Office Coordinator (Susan Mangum)	
2	Ensuring that critical data back up occurs.	Office Coordinator (Susan Mangum)	
3	Ensuring that procedures such as password controls are followed.	Office Coordinator (Susan Mangum)	
4	Reporting of suspected security violations.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank Houston)