Chemistry - H0107 Baseline Standards FY 2017

			rson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
	MENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is current.		
		Elsie Myers, DBA	Tommie Trevino, Asst. DBA
2	Updating the Baseline Standards Form.		
		Elsie Myers, DBA	Tommie Trevino, Asst. DBA
FINANC	CIAL REPORTING - COST CENTER VERIFICATIONS		
	In		
1	Preparing cost center verifications.		
	D : : : : : : : : : : : : : : : : : : :	Tommie Trevino, Asst. DBA	Olivia Nixon, Financial Analyst
2	Reviewing cost center verifications.		EL: M. DDA
3	Approving cost center verifications.	Cost Center Managers	Elsie Myers, DBA
3	Approving cost center vernications.	Cost Conton Monogons	Elaia Marana DDA
4	Ensuring all cost centers are verified/approved on a timely basis.	Cost Center Managers	Elsie Myers, DBA
4	Ensuring an cost centers are vermed/approved on a timery basis.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
FINANO	L CIAL REPORTING - EXPENDITURE TRANSACTIONS	Lisic Mycis, DDA	Tommie Trevino, Asst. DDA
11111111	EMEREI ORTHVO - EMI ENDITORE TRANSPRETIONS	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
1	Ensuring valid authorization of purchase documents.	Jessica Feli, Financiai Coord.	Ann Nash, i manciai Coord.
•	Producting varia authorization of parentage accuments.	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
2	Ensuring the validity of travel and expense reimbursements.	Jessieu i en, i maneiur coora.	7 min rush, r manetar coora.
_		Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
3	Ensuring that goods and services are received and that timely	careo i resurage, i manetar coora. 2	100000000000000000000000000000000000000
_	payment is made.	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
4	Ensuring correct account coding on purchases documents.	respiration, i manerar coora.	Tim Fuon, Financial Coord.
		Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
5	Primary contact for inquiries to expenditure transactions.	,	,,
		Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
PAYROI	LL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved before		
	the deadlines set by Payroll, so that the correct hours are recorded	Crystal Gonzalez, Administrative	
	and paid on each bi-weekly paycheck.	Coordinator	Vacant, Financial Coord (payroll)
2	Ensuring all monthly leave is recorded and approved before the	Crystal Gonzalez, Administrative	
	deadlines set by Payroll.	Coordinator	Vacant, Financial Coord (payroll)
3	Reconciling approved reported time and leave (bi-weekly		
	employees) and ePARs (monthly employees) to the trial and final	Crystal Gonzalez, Administrative	
	payroll verification reports.	Coordinator	Vacant, Financial Coord (payroll)
4	Completing termination clearance procedures.		
		Elsie Myers, DBA	Tommie Trevino, Asst. DBA
5	Ensuring terminated employees are no longer charged to	Crystal Gonzalez, Administrative	W (F: :10 W
-	departmental cost centers. Maintaining departmental Personnel files.	Coordinator	Vacant, Financial Coord (payroll)
6	ivianitanning departmental Personnel files.	Crystal Gonzalez, Administrative Coordinator	Vacant Financial Coard (resembly)
7	Ensuring valid authorization of new hires.	Crystal Gonzalez, Administrative	Vacant, Financial Coord (payroll)
'	Ensuring valid authorization of new filles.	Crystal Gonzalez, Administrative Coordinator	Elsie Myers, DBA
8	Ensuring valid authorization of changes in compensation rates.	Crystal Gonzalez, Administrative	LISIC MYCIS, DDA
٥	Tensoring valid audiorization of changes in compensation fates.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
9	Ensuring the accurate input of changes to the HR System.	Crystal Gonzalez, Administrative	vacant, i manciai Cootu (payroll)
	Prisaring the accurate input of changes to the fire bystein.	Coordinator	Vacant, Financial Coord (payroll)
	Consistent and efficient responses to inquiries.	Crystal Gonzalez, Administrative	racant, i maneiai coola (payton)
.0	and emercia responses to inquires.	Coordinator	Elsie Myers, DBA
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Submitted: 1 of 3

Chemistry - H0107 Baseline Standards FY 2017

	<u> </u>		rson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
ASH H	IANDLING		
1	Collecting cash, checks, etc.		
		Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.		
3	Preparing deposits.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
5	repairing deposits.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
4	Preparing Journal Entries.		, , , , , , , , , , , , , , , , , , , ,
	Verifying deposits posted correctly in the Finance System.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Onvia rvixon, i manetar i maryst	Tommie Trevino, Asst. BBA
		Elsie Myers, DBA	Tommie Trevino, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.		
8	Ensuring deposits are made timely.	Caleb Prestridge, Financial Coord	Tommie Trevino, Asst. DBA
8	Ensuring deposits are made timely.	Olivia Nixon, Financial Analyst Caleb Prestridge, Financial Coord. 2	Elsie Myers, DBA
9	Ensuring all employees who handle cash have completed Cash	Careo Frestriage, Financial Coold. 2	Diole Myers, DDA
	Security Procedures or Cash Deposit and Security Procedures		
10	training.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
10	Updating Cash Handling Procedures as needed.	Elsie Myers DRA	Caleb Prestridge, Financial Coord. 2
11	Distribution of Cash Handling Procedures to employees who handle	Elsie Myers, DBA	Carco i resuruge, rilianciai Coold. 2
	cash.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
12	Consistent and efficient responses to inquiries.		
ETT.	CA CIL	Elsie Myers, DBA	Caleb Prestridge, Financial Coord. 2
ETTY (CASH		
1	Preparing petty cash disbursements.		
	· Pro Ottor	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.		
2	Francisco de transcribilidado en contra de Con	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	IVA	IVA
		N/A	N/A
5	Replenishing the petty cash fund timely.		
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
0	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
ONTR	ACT ADMINISTRATION	14/14	14/14
1	Ensuring departmental personnel comply with contract		
	administration policies/procedures. RTY MANAGEMENT	Jessica Feil, Financial Coord.	Tommie Trevino, Asst. DBA
NOFER	XI I WANAGEWENI		
1	Performing the annual inventory.		
	,	Mark Bushman, Property Custodian	Jerry Do, User Svs Spec
2	Ensuring the annual inventory was completed correctly.		TI : 14
2	Tagging equipment.	Mark Bushman, Property Custodian	Elsie Myers, DBA
3	ragging equipment.	Mark Bushman, Property Custodian	Jerry Do, User Svs Spec
4	Approving requests for removal of equipment from campus.	The Education of the Control of the	, , , , , , , , , , , , , , , , , , ,
		Mark Bushman, Property Custodian	Elsie Myers, DBA
DISCLO	SURE FORMS		
1	Ensuring all employees with purchasing influence complete the		
	annual Related Party disclosure statement online.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
3			
	the annual Conflict of Interest disclosure statement for the Division of Research.	Olivia Nixon Financial Analyst	Tommie Trevino Asst DRA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA

Submitted: 2 of 3

Chemistry - H0107 Baseline Standards FY 2017

	Responsible Per	Responsible Person(s) (Name/Title)	
Description of Responsibility	Primary (Required)	Secondary (Optional)	
ACCOUNTS RECEIVABLE			
1 Extending of credit.	El. M. DD.		
2 Billing.	Elsie Myers, DBA		
2 Billing.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA	
3 Collection.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA	
4 Recording.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA	
5 Monitoring credit extended.		Tommie Hevino, Asst. DBA	
	Elsie Myers, DBA		
6 Approving write-offs.	Elsie Myers, DBA		
NEGATIVE BALANCES			
1 Ensuring that all fund groups for each Dept ID have positive fun	nd		
equity at year-end.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA	
Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA, Olivia Nixon, Financial Analyst	
DEPARTMENTAL COMPUTING	Eisle Myels, DBA	Olivia Nixon, Financiai Anaiyst	
DEFARTMENTAL COMPOTING			
1 Management of the departments' information technology resource		NSM IT Dept	
2 Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSWITI Dept	
2 Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept	
3 Ensuring that procedures such as password controls are followed	Jerry Do, User Svs Spec	NSM IT Dept	
4 Reporting of suspected security violations.		·	
	Jerry Do, User Svs Spec	NSM IT Dept	

Submitted: 3 of 3