

Student Financial Services  
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.	Andy Startz/Bursar	Nancy Tran/ Associate Director
2	Updating the Baseline Standards Form.	Andy Startz/Bursar	Nancy Tran/ Associate Director
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Nancy Tran/ Associate Director	Andy Startz/Bursar
2	Reviewing cost center verifications.	Nancy Tran/ Associate Director	Andy Startz/Bursar
3	Approving cost center verifications.	Nancy Tran/ Associate Director	Andy Startz/Bursar
4	Ensuring all cost centers are verified/approved on a timely basis.	Nancy Tran/ Associate Director	Andy Startz/Bursar
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Nancy Tran/ Associate Director	Andy Startz/Bursar
2	Ensuring the validity of travel and expense reimbursements.	Nancy Tran/ Associate Director	Andy Startz/Bursar
3	Ensuring that goods and services are received and that timely payment is made.	Nancy Tran/ Associate Director	Andy Startz/Bursar
4	Ensuring correct account coding on purchases documents.	Nancy Tran/ Associate Director	Andy Startz/Bursar
5	Primary contact for inquiries to expenditure transactions.	Nancy Tran/ Associate Director	Andy Startz/Bursar
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are	Thuy Truong/Accountant	Nancy Tran/ Associate Director
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly	Thuy Truong/Accountant	Nancy Tran/ Associate Director
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
8	Maintaining departmental personnel files.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
9	Consistent and efficient responses to inquiries.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
10	Hire ePAR's should be processed at least 1 week prior to start date.	Thuy Truong/Accountant	Nancy Tran/ Associate Director
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Nancy Tran/ Associate Director	
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Pamela Journet, Medina Moises and Warren Douglas/Cashier	Pamela Journet, Medina Moises and Warren Douglas/Cashier
2	Reconciling cash, checks, etc. to receipts.	Huong Le and Hisham Talib/ Financial Coordinator 2	Thuy Truong/Accountant; Thu Van/Colleciton Analyst
3	Preparing deposits.	Huong Le and Hisham Talib/ Financial Coordinator 2	Thuy Truong/Accountant; Thu Van/Colleciton Analyst

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4	Preparing Journal Entries.	Huong Le and Hisham Talib/ Financial Coordinator 2	Thuy Truong/Accountant; Thu Van/Colleciton Analyst; Melissa Villarreal/Financial Coordinator 2
5	Verifying deposits posted correctly in the Finance System.	Thuy Truong/Accountant; Grace Majekodunmi/Cash Control	Nancy Tran/ Associate Director
6	Adequacy of physical safeguards.	Nancy Tran/ Associate Director	Andy Startz/Bursar
7	Transporting deposits to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Nancy Tran/ Associate Director	Andy Startz/Bursar
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nancy Tran/ Associate Director	Andy Startz/Bursar
10	Updating Cash Handling Procedures as needed.	Nancy Tran/ Associate Director	Andy Startz/Bursar
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nancy Tran/ Associate Director	Andy Startz/Bursar
12	Consistent and efficient responses to inquiries.	Nancy Tran/ Associate Director	Andy Startz/Bursar
<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>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nancy Tran/ Associate Director	Andy Startz/Bursar
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
2	Ensuring the annual inventory was completed correctly.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
3	Tagging equipment.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
4	Approving requests for removal of equipment from campus.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Andy Startz/Bursar	Nancy Tran/ Associate Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Andy Startz/Bursar	Nancy Tran/ Associate Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Andy Startz/Bursar	Nancy Tran/ Associate Director
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A

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2 Billing.	N/A	N/A
3 Collection.	Thu Van/Collection Anlyst	Christopher Hubbard/Financial Coordinator 2
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 for each Dept ID have positive fund equity at year-end.	Nancy Tran/ Associate Director	Christopher Durham/Appl Dvlp 3
2 Ensuring that research expenditures are covered by funds from sponsors.	Nancy Tran/ Associate Director	Christopher Durham/Appl Dvlp 3
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
2 Ensuring that critical data back up occurs.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
3 Ensuring that procedures such as password controls are followed.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
4 Reporting of suspected security violations.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst