## Management - H0048 Baseline Standards FY 2017

Calyon Lewis, Department Business

Sonetria Curry, Office Coordin Administrator

Doge	ription of Responsibility	Responsible Person(s) (Name/T Primary (Required)	-
	ARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS	Primary (Requireu)	Secondary (Optional)
DEP.	ARTMENTAL POLICIES & PROCEDURES / DASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Calyon Lewis, Department	Sara Brown, College Business
		Business Administrator	Administrator
2	Updating the Baseline Standards Form.	Calyon Lewis, Department	Sara Brown, College Business
		Business Administrator	Administrator
FIN 4	INCIALS		
1	INCINES		Calyon Lewis, Department Busines
-	Creating payment for Invoices and reimbursement document; requisitions	Sonetria Curry, Office Coordin	
3			Calyon Lewis, Department Busines
	Reconcile individual(s) procurement and departmental travel cards	Sonetria Curry, Office Coordin	Administrator
4		Calyon Lewis, Department	
	Tracking and requesting DSTF funding for student	Business Administrator	Sonetria Curry, Office Coordinator
5		Calyon Lewis, Department	Terrolyn Gunter, Asst. Business
	Audit all financial document within the department	Business Administrator	Administrator
6		Calyon Lewis, Department	
	Run 1074 report to track expenses	Business Administrator	Khanh Nguyen, Financial Analyst
7		Calyon Lewis, Department	
	Summarize departmental expenses as well as creating and maintain departmental budget	Business Administrator	Steve Werner, Department Chair
ним	IAN RESOURCES		
1	IAN RESOURCES	Calyon Lewis, Department	
1	Approve all staff timesheets and leave forms	Business Administrator	Steve Werner, Department Chair
2	rippi ove an stair time sneets and leave forms	Business nummistrator	Calyon Lewis, Department Business
	Create EPAR/POI for students	Sonetria Curry, Office Coordin	
3	dicate Bring Fortor Statents	Calyon Lewis, Department	Lilia Canas, Academic Affairs
3	Audit and approve EPAR/POI created within the department	Business Administrator	Manage
4	maintain departmental personnel file	Calyon Lewis, Department	- Tamago
٠	The state of the s	Business Administrator	Steve Werner, Department Chair
5		Calyon Lewis, Department	Alejandra Rodriguez, Assistant
	Run Bi-Weekly and Monthly payroll report	Business Administrator	Bisiness Administrator-Admin
6	Completing termination clearance procedures.	Alejandra Rodriguez,	Calyon Lewis, Department Business
		Assistant Bisiness	Administrator
CASI	HANDLING		
1	Callastina analysis at a	Calyon Lewis, Department	Terrolyn Gunter, Asst. Business
1	Collecting cash, checks, etc.	Business Administrator	Administrator
2		Calyon Lewis, Department	Terrolyn Gunter, Asst. Business
2	Create Journal Entries	Business Administrator	Administrator
LON	G DISTANCE / CELL PHONE CHARGES	Dusiness Auministrator	Administrator
1	Review of long distance charges for unusual activity.		Calyon Lewis, Department Business
	,	Sonetria Curry, Office Coordin	Administrator
2	Ensuring personal calls are reimbursed within 10 days from the billing date.		Calyon Lewis, Department Business
		Sonetria Curry, Office Coordin	Administrator
CON	TRACT ADMINISTRATION		
1	Preparation of contract documents and obtaining signatures from all parties		Calyon Lewis, Department Business
-	- 1 - Operation of conduct documents and obtaining signatures from all parties	Sonetria Curry, Office Coordin	
2	Ensuring that staff members are updated with changes within policies and procedures	Calyon Lewis, Department	Terrolyn Gunter, Asst. Business
_	2.154. 1.15 start start members are apaated with changes within policies and procedures	Business Administrator	Administrator
PRO	PERTY MANAGEMENT		
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1 Performing the annual inventory.

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2	Ensuring the annual inventory was completed correctly	Calyon Lewis, Department	Sara Brown, College Business
		Business Administrator	Administrator
3	Tagging equipment.	Sonetria Curry, Office	Calyon Lewis, Department Business
		Coordinator	Administrator; Lori Watley,
			Department Business
			Administrator
4	Approving requests for removal of equipment from campus.	Steve Werner, Department	Sara Brown, College Business
		Chair	Administrator
5			Sara Brown, College Business
	Ensuring PRP-6 forms are submitted annually	Calyon Lewis, Department Bus	Administrator

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