Department of Marketing and Entrepreneurship, Wolff Center for Entrepreneurship - H0056 Baseline Standards FY 2018

			Person(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Mary Partin, Admin. Coord.	
	current.	(H0056)	Ed Blair, Dept. Chair
2	Updating the Baseline Standards Form.	Mary Partin, Admin. Coord.	Eu Brail, Bepu Chail
2	opuaning the Dasenne Standards Form.	(H0056)	Ed Plair Dont Chair
		(H0036)	Ed Blair, Dept. Chair
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen; Financial Analyst	
		2	
2	Reviewing cost center verifications.		Mary Partin, Admin. Coord. (H0056)
		Ed Blair, Dept. Chair	
3	Approving cost center verifications.		Sara Brown, Executive Director, College of
	** •	Ed Blair, Chair	Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.		Sara Brown, Executive Director, College of
•	Ensuring an cost conters are verned approved on a unitry susis.	Khanh Nguyen; Fin. Analyst 2	Business Operations
	I CIAL REPORTING - EXPENDITURE TRANSACTIONS	Khann Nguyen, Thi. Anaryst 2	Dusiness Operations
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Mary Partin, Admin. Coord.	Marie Tighe, DBA
		(H0056)	
2	Ensuring the validity of travel and expense reimbursements.	Mary Partin, Admin. Coord.	Marie Tighe, DBA
		(H0056)	Marie Tiglie, DBA
3	Ensuring that goods and services are received and that timely	Mary Partin. Admin. Coord.	
	payment is made.	(H0056)	Marie Tighe, DBA
4	Ensuring correct account coding on purchases documents.	Mary Partin. Admin. Coord.	
4	Ensuring correct account couning on purchases documents.	(H0056)	Marie Tighe, DBA
5	Primary contact for inquiries to expenditure transactions.	Mary Partin. Admin. Coord.	Marie Tighe, DBA
		(H0056)	
PAYR	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved		Marie Tighe, DBA
	before the deadlines set by Payroll, so that the correct hours are	Mary Partin. Admin. Coord.	
	recorded and paid on each bi-weekly paycheck.	(H0056)	
2		Marry Dortin Admin Coord	Maria Tiala DDA
2	Ensuring all monthly leave is recorded and approved before the	Mary Partin. Admin. Coord.	Marie Tighe, DBA
	deadlines set by Payroll.	(H0056)	
3	Reconciling approved reported time and leave (bi-weekly	Mary Partin. Admin. Coord.	Marie Tighe, DBA
	employees) and ePARs (monthly employees) to the trial and	(H0056)	
	final payroll verification reports.		
4	Completing termination clearance procedures.	Mary Partin. Admin. Coord.	Marie Tighe, DBA
•		(H0056)	
5	Ensuring terminated employees are no longer charged to	Mary Partin. Admin. Coord.	Marie Tighe, DBA
5	departmental cost centers.	(H0056)	inter figue, DDit
E	Maintaining departmental Personnel files.	Mary Partin. Admin. Coord.	
6	mannanning departmental Personnel mes.	-	
-		(H0056)	
7	Ensuring valid authorization of new hires.	Mary Partin. Admin. Coord.	Alejandra Rodriguez, Asst. Bus. Adm., Lili
		(H0056)	Canas, Mgr. College Acad. Affairs
8	Ensuring valid authorization of changes in compensation rates.	Mary Partin. Admin. Coord.	Maliasa Nilas CDA
	- · · ·	(H0056)	Melissa Niles, CBA
9	Ensuring the accurate input of changes to the HR System.	Mary Partin. Admin. Coord.	Alejandra Rodriguez, Asst. Bus. Adm., Lili
	are accurate input of changes to the fire system.	(H0056)	Canas, Mgr. College Acad. Affairs
10	Consistent and efficient responses to inquiries.	· · · · · · · · · · · · · · · · · · ·	
10	IN OUNDRIVE AND ELECTED TESDOUSES TO INCIDITIES	Mary Partin. Admin. Coord.	Alejandra Rodriguez, Asst. Bus. Adm., Lili
10	Consistent and efficient responses to inquines.	(H0056)	Canas, Mgr. College Acad. Affairs

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_			Person(s) (Name/Title)
	otion of Responsibility	Primary (Required)	Secondary (Optional)
ASH	HANDLING		
1	Collecting each checks ato	Mary Partin, Admin. Coord. &	Terrolyn Gunter, Asst Business
1	Collecting cash, checks, etc.	Mary Partin, Admin. Coord. & Melissa Comperry, Program	Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Mary Partin, Admin. Coord. &	Terrolyn Gunter, Asst Business
2	Reconcining cash, checks, etc. to receipts.	Melissa Comperry, Program	Administrator - Finance
3	Preparing deposits.	Mary Partin, Admin. Coord. &	Terrolyn Gunter, Asst Business
5	repaining deposits.	Melissa Comperry, Program	Administrator - Finance
4	Preparing Journal Entries.	Wenssa Compeny, Hogram	Terrolyn Gunter, Asst Business
7	reparing Journal Entries.	NA	Administrator - Finance
5	Verifying deposits posted correctly in the Finance System.	Mary Partin. Admin. Coord.	
5	verifying deposits posted correctly in the rinkine system.	(H0056)	Khanh Nguyen; Financial Analyst 2
6	Adequacy of physical safeguards of cash receipts and	Mary Partin, Admin. Coord.;	Terrolyn Gunter, Asst Business
Ū	equivalent.	Melissa Comperry, Program	Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	inenssa compeny, rogiani	Terrolyn Gunter, Asst Business
,	becare deposits via erribi b to bladent i manetal bervices.	NA	Administrator - Finance
8	Ensuring deposits are made timely.	Mary Partin, Admin. Coord. &	Terrolyn Gunter, Asst Business
0	Ensuring deposits de made unicij.	Melissa Comperry, Program	Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash		
-	Security Procedures or Cash Deposit and Security Procedures	Marie Tighe, DBA/Mary Partin,	Terrolyn Gunter, Asst Business
	training.	Admin. Coord. (H0056)	Administrator - Finance
10	Updating Cash Handling Procedures as needed.		Terrolyn Gunter, Asst Business
10			Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who	Mary Partin, Admin. Coord.	Terrolyn Gunter, Asst Business
	handle cash.	(H0056)	Administrator - Finance
12	Consistent and efficient responses to inquiries.	Mary Partin, Admin. Coord.	Terrolyn Gunter, Asst Business
	consident and enterent responses to inquinesi	(H0056)	Administrator - Finance
ETTY	CASH	(110000)	
2			
1	Preparing petty cash disbursements.		
		NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	N7.4	
		NA	NA
3	Ensuring petty cash disbursements are made for only authorized	N T 4	N7.4
	purposes.	NA	NA
4	Approving petty cash disbursements.	N T 4	N7.4
		NA	NA
5	Replenishing the petty cash fund timely.	NT A	NTA .
		NA	NA
6	Ensuring the petty cash fund is balanced after each	NT A	NTA
	disbursement.	NA	NA
CONTI	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Mary Partin, Admin. Coord.	Terrolyn Gunter, Asst Business
	administration policies/procedures.	(H0056)	Administrator - Finance
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Mary Partin, Admin. Coord.	
		(H0056)	
2	Ensuring the annual inventory was completed correctly.	Mary Partin, Admin. Coord.	Francisco Longe DDA
		(H0056)	Francisco Lopez, DBA
3	Tagging equipment.	Mary Partin, Admin. Coord.	
		(H0056)	
4	Approving requests for removal of equipment from campus.		
		Ed Blair, Department Chair	
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Mary Partin, Admin. Coord.	
•	annual Related Party disclosure statement online.	(H0056)	Melissa Niles, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Mary Partin, Admin. Coord.	
2	complete the Consulting disclosure statement online.	(H0056)	Melissa Niles, CBA
3	Ensuring that all Principal and Co-Principal Investigators		
5	complete the annual Conflict of Interest disclosure statement for	Mary Partin, Admin. Coord.	Melissa Niles, CBA
	resulting and a source of interest disclosure statement for	(H0056)	

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
	UNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen; Financial Analyst 2	
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen; Financial Analyst 2	
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Charles Morgan, Director, Information Technology	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director, Information Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director, Information Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director, Information Technology	