Marketing Department - H0049 Baseline Standards FY 2019

Description of Responsibility DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS 1 Easouring the Departmental Policy and Procedures manual is current. 2 Updating the Departmental Policy and Procedures manual is current. 3 Updating the Baseline Standards Form. FINANCIAL REPORTING - COST CENTER VERIFICATIONS 1 Preparing cost center verifications. 4 Ensuring all cost center verifications. 4 Ensuring all cost centers are verifications. 5 Approving cost center verifications. 6 Ensuring all cost centers are verifications. 6 Ensuring all cost centers are verifications. 7 Ensuring all doubt centers are verifications. 8 Ed Blair, Dept. Chair 8 Ed Blair, Dept. Chair 8 Ed Blair, Dept. Chair 9 Ensuring all cost centers are verifications. 9 Ed Blair, Dept. Chair 9 Marie Tighe, Prog. Mgr. 1 Ensuring all doubt centers are verifications. 1 Ensuring all doubt orization of purchase documents. 1 Ensuring the validity of travel and expense reimbursements. 2 Ensuring the validity of travel and expense reimbursements. 2 Ensuring the validity of travel and expense reimbursements. 2 Ensuring the validity of travel and expense reimbursements. 3 Ensuring correct account coding on purchases documents. 4 Ensuring correct account coding on purchases documents. 5 Primary contact for inquiries to expenditure transactions. 6 Primary (Required) 8 Ed Blair, Dept. Chair 8 Marie Tighe, Prog. Mgr. 9 Ed Blair, Dept. Chair 8 Ed Blair, Dept. Chair 8 Marie Tighe, Prog. Mgr. 8 Approving cost center verifications. 8 Ed Blair, Dept. Chair 8 Marie Tighe, Prog. Mgr. 9 Ed Blair, Dept. Chair 9 Ed Blair, Dept. Chair 9 Ed Blair, Dept. Chair 9 Ed Bla		F1	Responsible Person(s) (Name/Title)		
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9 Alejandra Rodriguez, Asst. Bus.	٥	Ensuring valid authorization of changes in compensation rates	Marie Tighe Prog Mar		
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I FERSUTING THE ACCUPATE INDUITOR CHANGES TO THE HIK System. I IMATTE LIGHE, PROGUNGT LAMMIN LIGHA CANAS MIGH COLLEGE		Ensuring the accurate input of changes to the HR System.	Marie Tighe, Prog. Mgr.	Admin., Lilia Canas, Mgr. College	

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Marketing Department - H0049 Baseline Standards FY 2019

			Person(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
10			Alejandra Rodriguez, Asst. Bus.
	Consistent and efficient responses to inquiries.	Marie Tighe, Prog. Mgr.	Admin., Lilia Canas, Mgr. College
CASH	HANDLING		
1	Collecting cash, checks, etc.		
		N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
3	repaining 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 of cash receipts and	IVA	
U	equivalent.	N/A	
7	Secure deposits via UHDPS 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	
10	Updating Cash Handling Procedures as needed.	N/A	
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.	NI/A	
5	Replenishing the petty cash fund timely.	N/A	
3	replemsing the petty cash fund timery.	N/A	
6	Ensuring the petty cash fund is balanced after each		
	disbursement.	N/A	
CONTI	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract		+
•	administration policies/procedures.	Marie Tighe, Prog. Mgr.	Terrolyn Gunter, Asst. Bus. Admin.
PROPE	ERTY MANAGEMENT	<i>U</i> / 10 0 1	, , , , , , , , , , , , , , , , , , , ,
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1	Performing the annual inventory.	Linda Monita, Ofc. Coord.	
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Marketing Department - H0049 Baseline Standards FY 2019

		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
2	Ensuring the annual inventory was completed correctly.	Marie Tighe, Prog. Mgr.	Francisco Lopez, DBA	
3	Tagging equipment.	Linda Monita, Ofc. Coord.		
4	Approving requests for removal of equipment from campus.	Ed Blair, Dept. Chair		
DISCL	OSURE FORMS	•		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marie Tighe, Prog. Mgr.	Melissa Niles, CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marie Tighe, Prog. Mgr.	Melissa Niles, CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Marie Tighe, Prog. Mgr.	Melissa Niles, CBA	
ACCO	JNTS 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		
NEGAT	TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Fin. Analyst		
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Fin. Analyst		
DEPAR	TMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Dir. of BDT		
2	Ensuring that critical data back up occurs.	Charles Morgan, Dir. of BDT		
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Dir. of BDT		
4	Reporting of suspected security violations.	Charles Morgan, Dir. of BDT		

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