## Neighborhood Strategic Initiatives - H0660 Baseline Standards FY 2019

Responsible Person(s) (Name/Title)

	otion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE	<u> </u>	
STAND	OARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Karl Hearne, Administrative Asst.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS	Dubiness Cirice Operations	
1	Preparing cost center verifications.	Vanessa Adams, Dept. Business	
2	Reviewing cost center verifications.	Administrator Dr. Elwyn Lee, VP, Community Relations & Institutional Access	
3	Approving cost center verifications.	TaShawna Wilson, Ex. Dir.	
4	Ensuring all cost centers are verified/approved on a timely basis.	Business Office Operations TaShawna Wilson, Ex. Dir. Business Office Operations	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Business Office Operations	
1	Ensuring valid authorization of purchase documents.	Vanessa Adams, Dept. Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Karl Hearne, Administrative Asst.	Vanessa Adams, Dept. Business Administrator
4	Ensuring correct account coding on purchases documents.	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Karl Hearne, Administrative Asst.	Vanessa Adams, Dept. Business Administrator
PAYRO	DLL / 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 and paid on each bi-weekly paycheck.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Business Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Business
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Business Office
4	Completing termination clearance procedures.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Busines
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Busines
6	Maintaining departmental Personnel files.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Busines
7	Ensuring valid authorization of new hires.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Busines
8	Ensuring valid authorization of changes in compensation rates.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Busines
9	Ensuring the accurate input of changes to the HR System.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Busines
10	Consistent and efficient responses to inquiries.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Dept. Bus. Admin; TaShawna Wilson, Ex. Dir. Business
CASH I	HANDLING		Zasimenia ir iison, Da. Dii. Dusiiiesi
1	Collecting cash, checks, etc.	Karl Hearne, Administrative Asst.	
2	Reconciling cash, checks, etc. to receipts.	Karl Hearne, Administrative Asst.	
3	Preparing deposits.	Vanessa Adams, Dept. Business	Mary Nguyen, Dept. Bus. Admin
		Administrator	

## Neighborhood Strategic Initiatives - H0660 Baseline Standards FY 2019

Administrator Office Operations  Adequacy of physical safeguards of cash receipts and equivalent.  Rarl Hearne, Administrative Asst.  Ensuring deposits via UHDPS to Student Financial Services.  Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.  Updating Cash Handling Procedures to employees who handle cash.  Tashawna Wilson, Ex. Dir. Business Office Operations  Tashawna Wilson, Ex. Dir. Business Of			2019	
6 Adequacy of physical safeguards of cash receipts and continuents. 7 Secure deposits via UHDPs to Student Financial Services. 8 Easuring deposits are made timely. 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures Business Administrator 10 Updating Cash Handling Procedures a needed. 11 Distribution of Cash Handling Procedures to employees who handle cash. 12 Consistent and efficient responses to inquiries. 13 Easuring petty cash disbursements. 14 Preparing petty cash disbursements. 15 PETTY CASH 1 Preparing petty cash disbursements are made for only authorized NA approving petty cash disbursements. 16 Rasuring the petty cash fund imply. 18 Easuring the petty cash fund is balanced after each disbursement. 19 Easuring the petty cash fund is balanced after each disbursement. 10 Easuring departmental personnel comply with contract administrator and inventory was completed correctly. 2 Easuring the annual inventory was completed correctly. 3 Tagging equipment. 4 Approving requests for removal of equipment from campus. 5 Easuring the annual inventory was completed correctly. 3 Tagging equipment. 4 Approving requests for removal of equipment from campus. 5 Easuring all employees with purchasing influence complete the annual furchouse of the campus of the complete the campus of the complete the Consulting disclosure statement online. 2 Easuring all employees with purchasing influence complete the annual for the Division of Research and a Co-Principal Division of Research Security of the complete the Consulting disclosure statement online. 3 Easuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 3 Easuring all comployees with purchasing influence complete the annual for the Division of Research and Co-Principal Division of Research Security. 3 Collection.	5	Verifying deposits posted correctly in the Finance System.	_	TaShawna Wilson, Ex. Dir. Business
Consister and efficient responses to inquiries.   Sard Hearne, Administrative Ass.		A 1		Office Operations
Resulting deposits via UHDPS to Student Financial Services.   Karl Hearne, Administrative Asst.	6		Kari Hearne, Administrative Asst.	
9 Easuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Cash Deposit and Security Procedures to think.  10 Updating Cash Handling Procedures as needed.  11 Distribution of Cash Handling Procedures to employees who handle cash.  12 Consistent and efficient responses to inquiries.  13 Consistent and efficient responses to inquiries.  14 Preparing petty cash disbursements.  15 Ensuring petty cash disbursements are not for more than \$100.  16 Ensuring petty cash disbursements are made for only authorized Administrator  17 Replenishing the petty cash fund timely.  18 Replenishing the petty cash fund timely.  19 Ensuring the petty cash fund timely.  10 Ensuring the petty cash fund timely.  11 Performing the annual inventory was completed correctly.  22 Ensuring the annual inventory was completed correctly.  23 Tagging equipment.  24 Approving requests for removal of equipment from campus.  25 Ensuring the annual inventory was completed correctly.  26 Ensuring the annual inventory was completed correctly.  27 Ensuring the annual inventory was completed correctly.  28 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  28 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  29 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  20 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  20 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  21 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  22 Ensuring all full time, benefits eligible, except faculty and staff complete the Consulting disclosure statement online.  23 Ensuring all full time, be	7		Karl Hearne, Administrative Asst.	
9 Ensuring all employees who handic cash have completed Cash Security Procedures to rainine. 10 Updating Cash Handling Procedures as needed. 11 Distribution of Cash Handling Procedures to employees who handle cash. 12 Consistent and efficient responses to inquiries. 13 Consistent and efficient responses to inquiries. 14 Preparing petty cash disbursements. 15 Preparing petty cash disbursements are not for more than \$100. 16 Ensuring the petty cash disbursements are not for more than \$100. 17 Rayloring petty cash disbursements are not for more than \$100. 18 Replenishing the petty cash flund timely. 19 Replenishing the petty cash flund timely. 20 Replenishing the petty cash flund timely. 31 Raswing departmental personnel comply with contract administrator policies procedures. 42 Proforming the annual inventory. 43 Proforming the annual inventory. 44 Approving requests for removal of cquipment from campus. 45 Proforming the annual inventory was completed correctly. 46 Proforming the annual inventory was completed correctly. 47 Approving requests for removal of cquipment from campus. 48 Approving requests for removal of equipment from campus. 40 Approving requests for removal of equipment from campus. 41 Proforming the annual inventory was completed correctly. 42 Ensuring the annual inventory was completed correctly. 43 Tagging equipment. 44 Approving requests for removal of equipment from campus. 55 Profice Operations 56 Profice Operations 57 Profice Operations 58 Profice Operations 58 Profice Operations 58 Profice Operations 59 Profice Operations 50 Profice Ope	8	Ensuring deposits are made timely.		TaShawna Wilson, Ex. Dir. Business
Security Procedures or Cash Deposit and Security Procedures training.  10 Updating Cash Handling Procedures as needed.  11 Distribution of Cash Handling Procedures to employees who handle cash.  12 Consistent and efficient responses to inquiries.  13 Ensuring petty cash disbursements.  14 Preparing petty cash disbursements are not for more than \$100.  15 Ensuring petty cash disbursements are made for only authorized purposes.  16 Ensuring petty cash disbursements.  17 Replenishing the petty cash fund timely.  18 Replenishing the petty cash fund timely.  19 Replenishing the petty cash fund timely.  10 Ensuring the petty cash fund is balanced after each disbursement.  10 Ensuring departmental personnel comply with contract administrator  11 Ensuring departmental personnel comply with contract administrator policies procedures.  11 Performing the annual inventory.  12 Ensuring the annual inventory was completed correctly.  23 Tagging equipment.  24 Approving requests for removal of equipment from campus.  25 Ensuring all mployees with purchasing influence complete the annual Related Party disclosure statement online.  26 Ensuring all Intil time, benefits eligible, exempt faculty and staff complete the Complete the Complete the Complete the Complete the Complete the Season and Conflict of Interest disclosure statement online.  27 Ensuring all Intil time, benefits eligible, exempt faculty and staff complete the Season and Conflict of Interest disclosure statement online.  28 Ensuring all Intil time, benefits eligible, exempt faculty and staff complete the C	9	Ensuring all employees who handle cash have completed Cash		Office Operations
10   Updating Cash Handling Procedures as needed.   Tashawan Wilson, Ex. Dir. Business Office Operations		Security Procedures or Cash Deposit and Security Procedures	*	
11   Distribution of Cash Handling Procedures to employees who handle cash.	10			
12   Consistent and efficient responses to inquiries.   Karl Hearne, Administrative Asst.   Vanessa Adams, Dept. Business Administrator	11		TaShawna Wilson, Ex. Dir.	
PETTY CASH  1 Preparing petty cash disbursements. 2 Ensuring petty cash disbursements are not for more than \$100. NA  3 Ensuring petty cash disbursements are made for only authorized NA purposes. 4 Approving petty cash disbursements. 5 Replenishing the petty cash fund is balanced after each disbursement. CONTRACT ADMINISTRATION Vanessa Adams, Dept. Business Administration policies/procedures. PROPERTY MANAGEMENT 1 Performing the annual inventory. 2 Ensuring the annual inventory was completed correctly. 3 Tagging equipment. 4 Approving requests for removal of equipment from campus. 5 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 2 Ensuring that all Principal and Co-Principal more complete the annual Conflict of Interest disclosure statement of for the Division of Research. ACCOUNTS RECEIVABLE 1 Extending of credit. NA Collection. NA	12			Vanessa Adams, Dept. Business
2 Ensuring petty cash disbursements are made for only authorized purposes.  4 Approving petty cash disbursements.  5 Replenishing the petty cash fund timely.  6 Ensuring the petty cash fund timely.  7 Replenishing the petty cash fund is balanced after each disbursement.  CONTRACT ADMINISTRATION  8 Insuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  4 Approving requests for removal of equipment from campus.  DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  2 Ensuring that all principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  NA  NA  NA  NA  NA  NA  NA  NA  N	PETTY	L CASH		Administrator
2 Ensuring petty cash disbursements are not for more than \$100. NA  3 Ensuring petty cash disbursements are made for only authorized purposes.  4 Approving petty cash disbursements.  5 Replenishing the petty cash fund timely.  6 Ensuring the petty cash fund timely.  7 Replenishing the petty cash fund is balanced after each disbursement.  CONTRACT ADMINISTRATION  8 Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  4 Approving requests for removal of equipment from campus.  BISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  3 Collection.  NA	1	Preparing petty cash disbursements.	NA	
3 Ensuring petty cash disbursements are made for only authorized purposes. 4 Approving petty cash disbursements. 5 Replenishing the petty cash fund timely. 6 Ensuring the petty cash fund is balanced after each disbursement. CONTRACT ADMINISTRATION 7 Vanessa Adams, Dept. Business Administrator 7 Ensuring departmental personnel comply with contract administration policies/procedures. PROPERTY MANAGEMENT 8 Performing the annual inventory. 2 Ensuring the annual inventory was completed correctly. 3 Tagging equipment. 4 Approving requests for removal of equipment from campus. DISCLOSURE FORMS 9 Lensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. ACCOUNTS RECEIVABLE 1 Extending of credit. NA NA NA NA NA NA  Collection. NA NA  Collection. NA	2			
Durposes.				
5 Replenishing the petty cash fund timely. 6 Ensuring the petty cash fund is balanced after each disbursement. CONTRACT ADMINISTRATION Vanessa Adams, Dept. Business Administrator  1 Ensuring departmental personnel comply with contract administration policies/procedures. PROPERTY MANAGEMENT  1 Performing the annual inventory. 2 Ensuring the annual inventory was completed correctly. 3 Tagging equipment. 4 Approving requests for removal of equipment from campus. DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the Accountry of the Division of Research. ACCOUNTS RECEIVABLE  1 Extending of credit. NA  Collection. NA  Collection. NA	3	1	NA	
6 Ensuring the petty cash fund is balanced after each disbursement.  CONTRACT ADMINISTRATION  1 Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  4 Approving requests for removal of equipment from campus.  DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  2 Ensuring that Ill time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  Collection.  NA  Collection.	4	Approving petty cash disbursements.	NA	
disbursement.   Vanessa Adams, Dept. Business Administrator	5	Replenishing the petty cash fund timely.	NA	
CONTRACT ADMINISTRATION    Ensuring departmental personnel comply with contract administration policies/procedures.	6		NA	
Ensuring departmental personnel comply with contract administration policies/procedures.   PROPERTY MANAGEMENT	CONTR			TaShawna Wilson, Ex. Dir. Business Office Operations
PROPERTY MANAGEMENT  1 Performing the annual inventory. 2 Ensuring the annual inventory was completed correctly. 3 Tagging equipment. 4 Approving requests for removal of equipment from campus. DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. 2 Ensuring all Il full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement of the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit. NA  Collection. NA  Collection.	1			•
Administrator  2 Ensuring the annual inventory was completed correctly. Vanessa Adams, Dept. Business Administrator  3 Tagging equipment. Karl Hearne, Administrative Asst. Vanessa Adams, Dept. Business Administrator  4 Approving requests for removal of equipment from campus. Dr. Elwyn Lee, VP, Community Relations & Institutional Access  DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Business Office Operations  2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. Business Office Operations  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit. NA  2 Billing. NA  3 Collection. NA	PROPE			
Administrator  Administrator  Karl Hearne, Administrative Asst.  Vanessa Adams, Dept. Business Administrator  Dr. Elwyn Lee, VP, Community Relations & Institutional Access  DISCLOSURE FORMS  I Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  Business Office Operations  TaShawna Wilson, Ex. Dir. Business Office Operations  TaShawna Wilson, Ex. Dir. Business Office Operations  NA  Complete the Consulting disclosure statement online.  Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  I Extending of credit.  NA  Collection.  NA  Collection.	1	Performing the annual inventory.		
Tagging equipment.  Karl Hearne, Administrative Asst.  Vanessa Adams, Dept. Business Administrator  Dr. Elwyn Lee, VP, Community Relations & Institutional Access  DISCLOSURE FORMS  I Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  I Extending of credit.  NA  Collection.  Karl Hearne, Administrative Asst.  Vanessa Adams, Dept. Business Administrator  Dr. Elwyn Lee, VP, Community Relations & Institutional Access  I TaShawna Wilson, Ex. Dir. Business Office Operations  TaShawna Wilson, Ex. Dir. Business Office Operations  NA  NA  NA  Solic Discussion of Research.  NA  Collection.	2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Business	
4 Approving requests for removal of equipment from campus.  DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  3 Collection.  NA  Dr. Elwyn Lee, VP, Community Relations & Institutional Access  Institutional Access  TaShawna Wilson, Ex. Dir. Business Office Operations  NA  NA  NA  NA  Collection.	3	Tagging equipment.		
DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. 2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  2 Billing.  NA  Collection.  NA	4	Approving requests for removal of equipment from campus.		rummstutor
annual Related Party disclosure statement online.  2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  2 Billing.  NA  NA  Collection.  NA	DISCLO	DSURE FORMS	relations & institutional ricess	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  2 Billing.  NA  Collection.  NA	1			
staff complete the Consulting disclosure statement online.  3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  2 Billing.  NA  Collection.  NA	2			
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  ACCOUNTS RECEIVABLE  1 Extending of credit.  NA  2 Billing.  NA  3 Collection.  NA			· · · · · · · · · · · · · · · · · · ·	
ACCOUNTS RECEIVABLE  1 Extending of credit. NA  2 Billing. NA  3 Collection. NA	3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement		
1 Extending of credit. NA 2 Billing. NA 3 Collection. NA	1000	for the Division of Research.		
2 Billing. NA 3 Collection. NA	ACCOU			
3 Collection. NA	1	Extending of credit.	NA	
	2	Billing.	NA	
4 Recording. NA	3	Collection.	NA	
	4	Recording.	NA	

## Neighborhood Strategic Initiatives - H0660 Baseline Standards FY 2019

5	Monitoring credit extended.	NA
6	Approving write-offs.	NA
NEGAT	TVE BALANCES	
1	Ensuring that all fund groups for each Dept ID have positive	TaShawna Wilson, Ex. Dir.
	fund equity at year-end.	Business Office Operations
2	Ensuring that research expenditures are covered by funds from	NA
	sponsors.	
DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology	Dr. Elwyn Lee, VP, Community
	resources.	Relations & Institutional Access
2	Ensuring that critical data back up occurs.	IT Executive Support
	Ensuring that procedures such as password controls are followed.	IT Executive Support
4	Reporting of suspected security violations.	All Staff