

Biomedical Engineering  
Baseline Standards  
FY 2014

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.	Department Business Administrator	
2	Updating the Baseline Standards Form.	Department Business Administrator	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Department Business Administrator	
2	Reviewing cost center verifications.	Metin Akay, Chair; PIs	
3	Approving cost center verifications.	Metin Akay, Chair; PIs	
4	Ensuring all cost centers are verified/approved on a timely basis.	Nyisha Hamilton, DBA	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Nyisha Hamilton, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Patricia Ofili, Program Manager	Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Department Business Administrator	
4	Ensuring correct account coding on purchases documents.	Department Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Department Business Administrator	
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Department Business Administrator	
2	Reconciling bi-weekly leave accruals to the HR System.	Department Business Administrator	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Department Business Administrator	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Department Business Administrator	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Department Business Administrator	
6	Completing termination clearance procedures.	Department Business Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Department Business Administrator	
8	Paycheck distribution.	Department Business Administrator	
9	Maintaining departmental Personnel files.	Patricia Ofili, Program Manager	Department Business Administrator
10	Ensuring valid authorization of new hires.	Department Business Administrator	
11	Ensuring valid authorization of changes in compensation rates.	Department Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Department Business Administrator	
13	Propriety of leave account classification on time records.	Department Business Administrator	
14	Consistent and efficient responses to inquiries.	Department Business Administrator	
<b>CASH HANDLING</b>			

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1	Collecting cash, checks, etc.	Patricia Ofili, Program Manager	Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Department Business Administrator	
3	Preparing deposits.	Patricia Ofili, Program Manager	Department Business Administrator
4	Preparing Journal Entries.	Patricia Ofili, Program Manager	Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Department Business Administrator	
6	Adequacy of physical safeguards.	Department Business Administrator	
7	Transporting deposits to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Patricia Ofili, Program Manager	Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Department Business Administrator	
10	Updating Cash Handling Procedures as needed.	Department Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Business Administrator	
12	Consistent and efficient responses to inquiries.	Department Business Administrator	
<b>PETTY CASH</b>			
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.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	Department Business Administrator	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Department Business Administrator	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Department Business Administrator	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Nicholas Plosko, Electronic Tech	Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Nicholas Plosko, Electronic Tech	Department Business Administrator
3	Tagging equipment.	Nicholas Plosko, Electronic Tech	Department Business Administrator
4	Approving requests for removal of equipment from campus.	Nicholas Plosko, Electronic Tech	Department Business Administrator
<b>DISCLOSURE FORMS</b>			

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1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Department Business Administrator	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Department Business Administrator	
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Department Business Administrator	
ACCOUNTS RECEIVABLE		
1 Extending of credit.	NA	
2 Billing.	Laura Gutierrez, Lab Supervisor	Department Business Administrator
3 Collection.	Laura Gutierrez, Lab Supervisor	Department Business Administrator
4 Recording.	Laura Gutierrez, Lab Supervisor	Department Business Administrator
5 Monitoring credit extended.	NA	
6 Approving write-offs.	NA	
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Department Business Administrator	Stephen Bangerter, Director of Business Operations
2 Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Department Business Administrator
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, coll/Div Info Svcs 1
2 Ensuring that critical data back up occurs.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, coll/Div Info Svcs 1
3 Ensuring that procedures such as password controls are followed.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, coll/Div Info Svcs 1
4 Reporting of suspected security violations.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, coll/Div Info Svcs 1