

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

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1 Collecting cash, checks, etc.	Trina Johnson, Academic Advising 1	Karina Acuna, Exec Asst
2 Reconciling cash, checks, etc. to receipts.	Janiece Stewart, Office Asst 2	April Blount, DBA
3 Preparing deposits.	Janiece Stewart, Office Asst 2	April Blount, DBA
4 Preparing Journal Entries.	Janiece Stewart, Office Asst 2	April Blount, DBA
5 Verifying deposits posted correctly in the Finance System.	April Blount, DBA	
6 Adequacy of physical safeguards.	Janiece Stewart, Office Asst 2	April Blount, DBA
7 Transporting deposits to Student Financial Services.	Emily Marin, CCOE CDA	
8 Ensuring deposits are made timely.	Janiece Stewart, Office Asst 2	April Blount, DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	April Blount, DBA	
10 Updating Cash Handling Procedures as needed.	April Blount, DBA	
11 Distribution of Cash Handling Procedures to employees who handle cash.	April Blount, DBA	
12 Consistent and efficient responses to inquiries.	Janiece Stewart, Office Asst 2	April Blount, DBA
<b>PETTY CASH</b>		
1 Preparing petty cash disbursements.	NA	
2 Ensuring petty cash disbursements are not for more than \$100.	NA	
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4 Approving petty cash disbursements.	NA	
5 Replenishing the petty cash fund timely.	NA	
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	
<b>LONG DISTANCE CHARGES</b>		
1 Manager review of long distance charges for unusual activity.	April Blount, DBA	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Janiece Stewart, Office Asst 2	April Blount, DBA
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	April Blount, DBA	
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
2 Ensuring the annual inventory was completed correctly.	Pradeep Sharma, Chairman	April Blount, DBA
3 Tagging equipment.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
4 Approving requests for removal of equipment from campus.	Pradeep Sharma, Chairman	April Blount, DBA
<b>DISCLOSURE FORMS</b>		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Karina Acuna, Exec Asst	April Blount, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Karina Acuna, Exec Asst	April Blount, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Karina Acuna, Exec Asst	April Blount, DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
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.	April Blount, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	April Blount, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gene Webster, Elec Supervisor	
2	Ensuring that critical data back up occurs.	Gene Webster, Elec Supervisor	
3	Ensuring that procedures such as password controls are followed.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
4	Reporting of suspected security violations.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist