Department of Mechanical Engineering
Baseline Standards
FY 2015

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	April Blount, DBA	
2	Updating the Baseline Standards Form.	April Blount, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	April Blount, DBA Justin Brown, ABA	
2	Reviewing cost center verifications.	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	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	April Blount, DBA Justin Brown ABA	
2	Ensuring the validity of travel and expense reimbursements.	April Blount, DBA Karina Acuna, Exec Asst	
3	Ensuring that goods and services are received and that timely payment is made.	Justin Brown ABA	April Blount, DBA
4	Ensuring correct account coding on purchases documents.	April Blount, DBA Justin Brown ABA	
5	Primary contact for inquiries to expenditure transactions.	Justin Brown ABA	April Blount, DBA
PAYROLL / 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.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	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	Maintaining departmental personnel files.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
9	Consistent and efficient responses to inquiries.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	April Blount, DBA	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Trina Johnson, Academic, Advising 2	
2	Reconciling cash, checks, etc. to receipts.	April Blount, DBA	
3	Preparing deposits.	April Blount, DBA	
4	Preparing Journal Entries.	April Blount, DBA	
5	Verifying deposits posted correctly in the Finance System.	Justin Brown ABA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Trina Johnson, Academic, Advising 2 April Blount, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	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.	April Blount, DBA	
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	April Blount, DBA	Justin Brown ABA
PROPERTY MANAGEMENT			
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	
3	Tagging equipment.	Gene Webster, Elec Supervisor	
4	Approving requests for removal of equipment from campus.	Pradeep Sharma, Chairman	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	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

Submitted:

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	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	
4	Reporting of suspected security violations.	Gene Webster, Elec Supervisor	

Submitted: