

Chemical and Biomolecular Engineering Department - H0067  
Baseline Standards  
FY 2016

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Patricia A. Cooks, DBA	My-Dung Lieu, Asst. DBA
2	Updating the Baseline Standards Form.	Patricia A. Cooks, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Academic Support Assistants; My-Dung Lieu, Asst. DBA	Patricia A. Cooks, DBA
2	Reviewing cost center verifications.	Patricia A. Cooks, DBA	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2; MeChelle
3	Approving cost center verifications.	M. Harold, Chair; Principal Investigators & Directors	Patricia A. Cooks, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Patricia A. Cooks, DBA	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2; MeChelle
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2	Patricia A. Cooks, DBA
2	Ensuring the validity of travel and expense reimbursements.	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2	Patricia A. Cooks, DBA
3	Ensuring that goods and services are received and that timely payment is made.	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2	Patricia A. Cooks, DBA
4	Ensuring correct account coding on purchases documents.	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2	Patricia A. Cooks, DBA/Program Manager
5	Primary contact for inquiries to expenditure transactions.	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2	Patricia A. Cooks, DBA/Program Manager
6	Ensuring access and use of P-Cards and T-Cards are secure.	Patricia A. Cooks, DBA	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Patricia A. Cooks, DBA	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Patricia A. Cooks, DBA	
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, 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	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, DBA
6	Completing termination ePAR's within 24 hours of termination.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, DBA
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Patricia A. Cooks, DBA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Patricia A. Cooks, DBA	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA
9	Maintaining departmental personnel files.	Patricia A. Cooks, DBA	My-Dung Lieu, Asst. DBA; Swati Birla, Program Manager 2
10	Consistent and efficient responses to inquiries.	Pamela Moses, Financial Asst 2	Patricia A. Cooks, DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Patricia A. Cooks, DBA	Pamela Moses, Financial Asst 2
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Pamela Moses, Financial Asst 2; MeChelle Turner, Asst. DBA	Nicolette Solano, Administrative Asst

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Dean's Office	
2	Reconciling cash, checks, etc. to receipts.	Dean's Office	
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	My-Dung Lieu-Asst. DBA; Swati Birla -Program Manager	Patricia A. Cooks, DBA
5	Verifying deposits posted correctly in the Finance System.	Patricia A. Cooks, DBA	My-Dung Lieu-Asst. DBA; Swati Birla -Program Manager
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dean's Office	
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Dean's Office	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Steve Bangerter, Dir. Col. Bus Operations	Patricia A. Cooks, DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Dir. Col. Bus Operations	Patricia A. Cooks, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
12	Consistent and efficient responses to inquiries.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Patricia A. Cooks, DBA	
14	Ensuring all access and use of credit card information is secure.	Dean's Office	
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Steve Bangerter, Dir. Col. Bus Operations	Patricia A Cooks, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	David Dawlearn, Lab Maintenance Spvr	Michael P. Harold , Chair
2	Ensuring the annual inventory was completed correctly.	Michael P. Harold , Chair	Steve Bangerter, Dir. Col. Bus Operations
3	Tagging equipment.	David Dawlearn, Lab Maintenance Spvr	Patricia A. Cooks, DBA
4	Approving requests for removal of equipment from campus.	Michael P. Harold , Chair	David Dawlearn, Lab Maintenance Spvr

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michael P. Harold , Chair	Nicolette Solano, Administrative Asst
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michael P. Harold , Chair	Nicolette Solano, Administrative Asst
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michael P. Harold , Chair	Nicolette Solano, Administrative Asst
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators and Directors	Patricia A. Cooks, DBA
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Michael P. Harold , Chair	Patricia A. Cooks, DBA
2	Ensuring that critical data back up occurs.	ENG, College Information Systems	Patricia A. Cooks, DBA
3	Ensuring that procedures such as password controls are followed.	ENG, College Information Systems	
4	Reporting of suspected security violations.	ENG, College Information Systems	